



GSA

**Representation
and Democracy
Coordinator**

Application Pack

(Full time, 37.5 hours per working week. £22,500 plus benefits. Permanent position)

The Graduate Students' Association (GSA):

55 years young this year, the GSA was established in 1965 as the primary postgraduate representative body by the University of York as it sought to establish its role for 'public good'.

Today, the GSA is one of three specialist postgraduate unions in the country. Working as an independent charity and primarily funded by the University of York, the GSA represents almost 8,600 post graduate (Masters and PhD) students at the University.

The GSA is going through an exciting period of change and about to embark on the creation of a new student led, three year strategic plan. We are working to define how we will meet the complex and growing needs of our postgraduate student population: our membership is extremely diverse with students aged 21 to 85 year of age and over 60% of our members coming from outside the U.K. We also have a growing number of distance and part-time learners. Engaging with and providing a wide range of services and support for such a diverse student population is a challenge, but one the GSA rises to each year.

The services offered by the GSA include representation and student voice, welfare support, academic advice and support, free sports sessions and a comprehensive calendar of events and trips including the UK's largest dedicated postgraduate welcome week.

Purpose:

Student representation is at the heart of everything the GSA does. The Representation & Democracy Coordinator is instrumental in ensuring our elected postgraduate student officers are supported to carry out their roles. This combines with involvement in development and policy work ensuring that all learning experiences are reflected in University and Union projects.

The successful candidate will be responsible for the smooth running of all GSA elections and ensuring they're carried out in a fair and democratic manner. This will include the administration of the election platform, working with the Communications and Design Coordinator to ensure that the elections are well promoted and visible, as well as providing training, briefings and support for candidates.

In this position, you will provide ongoing support to all elected officers through the year, in particular providing committee briefings for elected officers, supporting student voice activity and campaigns.

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Key Responsibilities:

- To develop and deliver training and induction activities for all principal and part-time officers.
- To organise and lead on the running of all GSA elections, including development and production of training and promotional materials and the coordination of marketing and publicity..
- To provide all round democratic support for the GSA officers including meeting briefings and papers.
- To prepare briefings for student officers and representatives prior to meetings and to provide secretariat for the GSA Student Council.
- To lead on the development of academic representation, student voice and students' engagement
- To help in the development and training of Postgraduate course/research representatives system and College Graduate Common Room Chairs.
- To support with the coordination of postgraduate faculty and course reps including convening regular faculty fora and ensuring accurate records are kept and reports prepared when required.
- To develop and design training resources and training programmes for academic representatives.
- To lead on the engagement of postgraduate students in University academic quality processes and surveys, including Periodic Review, Annual Programme Review, Postgraduate Taught/Research Experience Survey (PTES/PRES).
- To work with the principal officer team and in collaboration with YUSU Student Voice team and University to develop and implement policy changes to support the experiences of all students.
- To oversee a programme of regular communication and engagement with all academic representatives.
- To support the campaigns of all principal and part-time officers at the GSA.
- To ensure accurate records are kept for all students holding roles with the GSA and that this data is stored in line with GDPR and best practice.
- To develop professional relationships with University departments and individuals, firstly in the realms of student voice, but also on a wider scale.
- To provide support to the CEO and the elected Officers as required

This list is not exhaustive and the post holder will be expected to carry out other tasks commensurate with the level of the post.

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Experience, Skills & Competencies:

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> - A Good Undergraduate degree 	<ul style="list-style-type: none"> - A relevant training, coaching or mentoring qualification - A postgraduate qualification
Previous Experience	<ul style="list-style-type: none"> - Involvement in coordinating and planning campaigns or project management - Experience of using an evidence-based approach to prepare documents, reports, resources and/or policy proposals - Experience of developing and delivering training - Experience of stakeholder management with a diverse range of people at all levels 	<ul style="list-style-type: none"> - Previous experience of working with or for democratic organisations - Experience of working in a Student focussed setting. - Experience of report writing. - Experience of recruiting, training and managing volunteer
Knowledge	<ul style="list-style-type: none"> - Understanding of Higher Education and the Postgraduate experience - Awareness of student issues 	<ul style="list-style-type: none"> - Competent in Standard IT packages
Disposition	<ul style="list-style-type: none"> - Commitment to democratic values and working in partnership - Pro-active with the ability to act on your own initiative and work independently - A willingness to occasionally work flexibly as needed - Outgoing personality with excellent communication skills - A creative problem solver with a can do attitude 	<ul style="list-style-type: none"> - An awareness of issues affecting postgraduate students

Job Posting: Wednesday 11 March 2020

Closing Date: Monday 23 March 2020

Shortlisting Date: Wednesday 25 March 2020

Interview Date: Tuesday 31 March 2020

Commencement Date: ASAP

Hours of Work: Full time, 37.5 hours per week (7.5 hours per day). The post may involve occasional evening and weekend work. The GSA offers flexible working.

Place of Work: The Graduate Students' Association, University of York, Heslington, York.

Duration of Post: Permanent, subject to a satisfactory 3 month probation period.

Reporting to: CEO

Benefits: 30 days per year holiday & all Public Holidays

How to apply? Please download an application form from the GSA Website www.yorkgsa.org. Completed application forms with a covering letter summarising your suitability should be marked 'Private and Confidential' and returned via email to recruitment@yorkgsa.org

Contact: For an informal conversation regarding this role, please contact Darryl Butcher, CEO on ceo@yorkgsa.org or 01904 323712

GSA is committed to promoting a diverse and inclusive community. We welcome applications from all individuals and particularly under represented groups including BAME applicants. All appointments will be based on merit.