

Student Voice Assistant

(Part-time, Maximum 10 hours per week, term time only.)

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 postgraduate (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 of Role:

- To support student voice-related activity and projects at the GSA
- To support the election, training and co-option of Academic Representatives
- To support Academic Representatives to make a positive impact on the lives of their peers
- To provide support to enable Academic Representatives' outreach and engagement activities
- To act as a key contact for Departmental Student Voice contacts
- To provide research, operational and administrative support to the student voice work at the GSA.

Key Responsibilities:

- To work with the student voice team at the GSA.
- To liaise with and develop relationships with key University of York staff and departments where cross-SU coordination is required for projects, campaigns or events.

- To help coordinate the election and co-option of Course Representatives across the University working in partnership with Departments
- To help deliver elements of the Course Rep training programme to equip students with the skills to effectively represent their peers
- To provide continual support for Academic representatives including briefings before relevant committee meetings and support with manifesto projects
- To lead on monitoring and evaluating activities to develop the Academic Representative scheme
- To support the Student Engagement team with Departmental outreach projects

General Notes:

- The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules, policies and procedures and conditions of service contained in the staff information guide.
- To abide by GSA constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Unions.

/More

Experience, Skills & Competencies:

Requirements	Essential	Desirable
Qualifications		
Studying at the University of York at a Postgraduate level	X	
Experience		
Experience of working with volunteers and/or in a team		X
Experience of working under pressure to meet deadlines		X
Knowledge & Skills		
Understanding of academic representation at York		X
Ability to develop relationships with a wide range of stakeholders	X	
Ability to write reports in a clear and concise manner	X	
Strong evaluation skills with the ability to suggest recommendations for development	X	
Competent user of social media		X
Computer literacy	x	

Attitude		
Positive Attitude about working in a member-led organisation	x	
A flexible approach to work	x	
A positive approach to problem-solving, a 'can do' attitude and an ability to work independently	x	
Commitment to the delivery of high standards of customer service	x	
A Commitment to equality of opportunity	x	

Closing Date: Friday 2nd October

Shortlisting Date: Monday 5th October

Interview Date: Wednesday 7th October

Commencement Date: ASAP

Salary: Probationary rate for first 20 shifts worked rising to £8.21 per hour upon completion of necessary training (age dependent)

Hours of Work: Part-time, maximum of 10 hours per week, term-time only. The GSA offers flexible working around your studies and assessment periods.

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

Duration of Post: Fixed term 2020/21 academic year, term time only.

Reporting to:

Representation and Democracy
Coordinator

Application forms: should be returned, marked Private and Confidential, via email to representation@yorkgsa.org.

Contact: For an informal conversation regarding this role, please contact Isobel Hall, Representation and Democracy Coordinator, on representation@yorkgsa.org.