**Casual Staff Role: Job Description & Person Specification**

**Section 1: Key Information**

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| Job Title | Representation and Engagement Assistant |
| Department | Community Engagement |
| Team | Student Voice |
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| Responsible to | Academic Communities Coordinator |
| Responsible for | N/A |
| Contract type | Zero hours (20 hours maximum) |
| Hours of work | c.10 hours a week during term time (between Monday to Friday 9:00 – 16:00  Some unsociable hours may be required at certain points in the year |
| Hourly Rate of Pay | £11.54 (excluding holiday pay)  £12.93 (including holiday pay) |
|  | |
| Purpose of role | The Student Voice team delivers a variety of activities and projects within the Students’ Union, including policy, research, academic representation, Community Officer support, campaigns and more. Across all of our areas, we support approximately 450 student leaders in a variety of roles. This role will support the delivery of various projects through the year, including but not limited to Academic Representation recruitment, training and admin support, Speak Week, SU on Tour and Leadership Elections. The successful candidate should have a commitment to supporting equality and diversity, be highly organised and have strong verbal and written communication skills, confidence in engaging with a range of audiences and a keen attention to detail. |

**Section 2a: Key Deliverables**

To help make this job description as clear as possible, we’ve included three examples of the type of work/jobs you’ll be asked to do on a regular basis as part of this role.

* Supporting with the administration of the Academic Representation system.
* Responding to email and MS Teams enquiries from both students and staff in a timely, professional and friendly manner.
* To support the wider activities of the Student Voice team including but not limited to Academic Representation recruitment, training and admin support, Speak Week, SU on Tour and Leadership Elections.

**Section 2b: Organisation Wide Responsibilities**

* Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
* Comply with relevant health and safety policies, seeking to minimise hazards for others.
* Support the development and implementation of sustainability initiatives within the organisation.
* Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered with when making plans and decisions.
* Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students’ Union (for example the University).
* Comply with the Students’ Union’s constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
* Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

**Section 3: Person Specification**

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| **Education & Training** | **Essential** | **Desirable** |
| Must be a current Royal Holloway student | **X** |  |
| **Experience & Knowledge** |  |  |
| Experience in a democratic environment (either voluntary or paid) |  | **X** |
| Knowledge of liberation issues, and an understanding of the key challenges facing marginalised groups in society |  | **X** |
| **Skills & Abilities** |  |  |
| Excellent communication skills, both verbal and written | **X** |  |
| The ability to communicate with a diverse audience | **X** |  |
| Keen attention to detail and ability to complete tasks to a high standard | **X** |  |
| **Values**  We’re a values-led organisation, which means we’re keen to attract applicants who share our priorities. We’re keen to hear about times you’ve demonstrated the following: | | |
| Student Focused: everything we do will have students at the heart of it. | **X** |  |
| High Quality: your expectations are high, and we must exceed them | **X** |  |
| Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible. | **X** |  |
| Brave: we should be bold and not afraid to challenge the status quo. | **X** |  |
| Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do. | **X** |  |