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| **Job Title** | **Democracy and Campaigns Manager** |
| **Department** | **Democracy and Campaigns Department** |
| **Location** | **Student Centre, Talbot Campus but the post holder will be expected to attend other locations as necessary** |
| **Normal working hours** | **37 hours per week, Full time, Permanent**  **Some flexibility will be required in order to ensure that key time scales and deadlines are met** |
| **Salary** | **£27,025 Grade 5.23** |
| **Accountable to** | **Head of Student Engagement** |

Summary:

Bournemouth University students are part of one of the best Students’ Union in the UK…SUBU. As winners of the 2016 NUS Education Award and sector leaders for ‘Student Voice’ in the 2017 National Student Survey, SUBU consistently delivers an outstanding experience for its students.

**Purpose Statement:**

We are looking for a high performing individual to shape the newly formed Democracy and Campaigns Department and lead the team in delivering the day-to-day operations of the department. The post-holder will be responsible for increasing student engagement in our democratic structures, supporting our work in liberation and supporting students to deliver campaigns. The role will require leading on all our elections and ensuring the smooth running of our democratic and governance systems. This post-holder will develop and implement our democracy review engaging the membership and embedding new democratic structures.

You will be an experienced manager, a self-motivated, flexible individual, who can work well as a team. You will also have experience of empowering and working with volunteers. Knowledge of a student union environment or of higher education policy would be welcome, although it is more important that you have excellent project management experience. Knowledge and experience of campaigning is also important.

**Person Specification**

# Skills & Knowledge

* Excellent organisational skills
* Demonstrable understanding of best practice in campaigning techniques and strategies
* Demonstrable understanding of the nature and purpose of democratic and campaigning organisations
* Ability to manage and deliver diverse projects
* Interpersonal skills with a wide variety of people
* Excellent communication skills (both verbal & written)
* Training skills
* Planning and development skills

# Competencies

* Commitment to being an active part of an environment that promotes equality of opportunity whilst recognising and valuing diversity
* Energetic, enthusiastic and persistent
* Professional, credible, diplomatic and politically sensitive
* Creative thinker
* Adept at working under pressure
* Highly organised

## KEY PROCESSES

**(The % indicates the notional amount of time devoted to each of the processes within the job)**

# Communicating with others 15%

* Using a range of interpersonal skills to communicate with students, staff and external stakeholders from a variety of backgrounds.
* Fully utilising communication channels to increase student engagement in campaigns and elections
* Establishing needs of students through effectively seeking feedback.
* Delivering appropriate training as necessary
* Training and empowering student activists in the liberation campaigns
* Maintaining relationships with a network of internal and external partner contacts in order to deliver effective, impactful campaigns

# Planning, organising & delivering campaigns 40%

* Manage the elections of all representatives, including the Full Time Officers, in line with Student’s Union policies and procedures
* Manage the running of the Executive Committee and annual Big Student Meetings
* Develop strategies to increase students’ engagement with the democratic processes of their Students Union, such as the Executive Committee
* Develop and deliver proactive campaign strategies, events and resources that reflect SUBUs priorities, involve its students, and enhance its ability to campaign effectively.
* Oversee appropriate systems for the smooth running of the Democracy and Campaigns team
* Develop strategies to improve student participation in elections, particularly from under-represented and hard to reach groups
* Maintain an up-to-date knowledge of higher education, Student’s Unions, development and best practices
* Lead on the preparation and implementation of structured annual operational plans and departmental objectives
* Support the wider Student Engagement team to run effective student-led campaigns and projects

# Reviewing & Evaluating 15%

* Monitoring and improving all current systems.
* Set and monitor budgets relating to Democracy and Campaigns with line manager
* Working with student volunteers in the liberation campaigns to review and evaluate their effectiveness.
* Produce reports and statistical analysis of data relating to the Students’ Union Democratic and Campaigning activity
* Monitoring and reviewing new initiatives regularly.
* Monitoring, reviewing and reporting on any projects with accountability to any external partners or funders.

# Working with people 30%

* Establishing a working relationship with students, staff and external organisations.
* Conduct regular team meetings, staff one-to-one meetings and appraisals
* Manage staff in a fair, consistent and professional manner, encouraging learning and development to maximise their potential in their current and future job roles
* Discussing concerns & improvements with line managers and elected officers.
* Deliver a high quality customer service experience
* Provide support, guidance and advice to elected representatives in the development of policy
* Manage and deliver the training and induction of elected representatives, including the Executive Officers and Liberation Chairs.

**Criteria Essential/Desirable**

# Experience

* Knowledge of working in a students’ union or HE/FE D
* Experience of managing a department E
* Experience of working with a wide range of both internal and external contacts E
* Experience of helping people ‘realise their potential’ E
* Experience of planning & delivering events E
* Experience of planning and delivering campaigns E
* Experience of budget management E
* Experience of managing a range of projects E
* Experience in volunteer management D

# Skills and Knowledge

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* Knowledge and experience using a CRM system D
* Proven ability to write and deliver training D
* Evidence of excellent planning and organisation E
* Ability to manage a varied workload E
* Understanding of campaign theory and what makes a successful campaign D
* Proven ability at helping others to achieve objectives E
* Understanding the role of staff in a democratic organisation D
* Ability to multi-task whilst ensuring tasks are completed to deadline E

# Personal Attributes

* Full commitment to equal opportunities E
* Ability to relate to and work with a diverse range of people E
* Commitment to excellent customer service E
* Ability to work effectively as part of a wider team E
* Attention to detail E
* A commitment to helping others develop and realise their potential E