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| **Job Title** | **Democracy and Campaigns Manager** |
| **Department** | **Student Engagement** |
| **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 and evening work will be required around elections and executive meetings** |
| **Salary** | **£27,025 Grade 5:23** |
| **Accountable to** | **Head of Student Engagement** |

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 2018 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 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.

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**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



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# The Students’ Union at Bournemouth University

**Please** **ensure that you have read the accompanying information before completing this application form. Return your completed Application Form along with the Equality Monitoring form to** [**subu@bournemouth.ac.uk**](mailto:subu@bournemouth.ac.uk) **by midday on Friday 26th July.**

## The Students’ Union has been an Investor in People since 1997.

## Section 1 – Personal Details

Surname: Initials:

Address:

Post Code:

Telephone (Daytime): Telephone (Evening):

E mail address:

## Section 2 – Education, professional qualifications and other training relevant to this post

Dates Name of Institution/Training Body Qualifications gained

#### Section 3 – Employment

##### Present or most recent employment

Post: From: To:

Employer’s name and address:

Brief outline of duties:

**Relevant employment experience** (most recent first). Please indicate both paid and unpaid work and continue on separate sheet if necessary.

Employer’s name and address From – To Post and duties

(state whether full

or part time)

###### **Section 4 – Information to support your application**

In answering the following questions, please continue on a separate sheet if you need to; equally it is not necessary to fill all the space.

* 1. Referring to the information pack, please describe how your previous experience would be useful in this post and why you believe you are the right person for the job.

Section 5 – References

We require two references, one of whom should be your current/most recent employer. References may be taken up in advance of the interview unless you indicate otherwise. In this event, please supply a third referee who could be contacted prior to interview. It is likely that an informal discussion will be held prior to interview with a senior member of staff (or officer) of your current employer. Please indicate whether this is admissible to you or not.

Name:………………………………….. Name:……………………………………….

Position:……………………………….. Position:…………………………………….

Address:……………………………….. Address:…………………………………….

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Daytime Tel: ………………………… Daytime Tel: …………………………

Email Address: …………………….. Email Address: ……………………………….

Able to contact: Yes/No Yes/No

Relationship to you: Relationship to you:

Section 6 - SUBU Equalities and Diversities Monitoring Form

Personal data will be treated in strict confidence and the information on this form will be used for monitoring purposes only.

**Personal Details:**

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| Title: | Mr / Mrs / Miss / Ms / Dr / Other |
| Surname: |  |
| First Name: |  |
| Age: | 16-24  25-34  35-44  45-54  55+ |
| Gender: | Male  Female  Prefer not to select |
| Working Pattern: | Volunteer |

# Ethnic Origin: Please tick against one of the following

|  |  |  |  |
| --- | --- | --- | --- |
| 1. *Asian or Asian British*   Indian  Pakistani  Bangladeshi  Any other Asian background |  | 1. *Mixed*   White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background |  |
| 1. *Black or Black British*   Caribbean  African  Any other Black background |  | * 1. *White*   British  Irish  Any other White background |  |
| 1. *Chinese or other ethnic group*   Chinese  Any other |  | *Prefer not to select* |  |

**Religion or Belief: Please tick against one of the following**

|  |  |  |  |
| --- | --- | --- | --- |
| No religion |  | Jewish |  |
| Bahai |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Christian |  | Other |  |
| Hindu |  | Prefer not to select |  |
| Jain |  |  |  |

**Sexual orientation: Please tick against one of the following**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual |  | Gay Man |  |
| Gay Woman / Lesbian |  | Heterosexual / Straight |  |
| Prefer not to select |  |  |  |

**Disability: Please tick against one of the following**

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| Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995?  The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment, which has substantial and adverse long-term effect on his or her ability to carry out day-to-day activities. Conditions covered may include, for example severe depression, dyslexia, diabetes, epilepsy and arthritis.  Having read this do you consider yourself to be covered by the definition?  Yes  No  Prefer not to select  *If you answered yes, can you please indicate the day-to-day activities affected by your disability. (Please indicate as many as applicable)*  Eyesight  Mobility  Hearing  Speech  Manual Dexterity  Physical Coordination  Ability to learn or understand, or memory  Ability to lift, carry or move everyday objects  If you wish, please state your disability here:  Please give details of any special arrangements you may require:    *SUBU is collating information around disability in order to provide a productive working environment for its employees by reviewing barriers that prevent employees to work effectively.* |

Information given on this form may be used to update databases used to identify diversity

issues and the need for positive action, this data will be used for monitoring purposes only.

Only a small number of authorised people have access to diversity data held by SUBU.

### Thank you for completing this form