**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | Students’ Union Student Voice Coordinator | **Job ref no:** | PSD-0072-25 |
| **Grade:** | 3 | **Department:** | Students’ Union |
| **Accountable to:** | Head of the Students’ Union | **Responsible for:** |  |
| **PS created by/ or reviewed by:** | Callum Roberts | **Date PS created/ reviewed:** | 13/01/2025 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
|  | A degree or equivalent experience in a related field (e.g., higher education, social sciences, or student engagement). | A postgraduate qualification in a relevant area (e.g., education, management, policy). |
| **Demonstrable relevant experience** |  |  |
|  | Experience of working in a Students' Union, democratic, or voluntary organisation. | Experience in managing student representation systems or coordinating student engagement activities. |
|  | Experience in delivering training, workshops, or mentoring individuals. | Experience of project management and organising events. |
|  | Experience of working collaboratively with stakeholders, such as academic staff, external organisations, or diverse student groups. | Experience in campaigning or advocacy work within higher education or similar sectors. |
| **Skills** |  |  |
|  | Strong organisational and coordination skills, including the ability to manage multiple deadlines and priorities effectively. | Experience using data analysis tools |
|  | Excellent communication skills, both written and verbal, with the ability to tailor messages to different audiences. | Ability to design, deliver, and evaluate effective training programs. |
|  | Ability to inspire, empower, and motivate individuals, particularly volunteers and student representatives. |  |
|  | Competence in IT systems, including Microsoft Office Suite, and familiarity with maintaining accurate records or databases. |  |
| **Communication** |  |  |
|  | Excellent interpersonal and communication skills (oral and written) | Ability to write policy documents and/or reports to support and evidence impact |
|  | Proven ability to build and maintain professional relationships with a diverse range of individuals, including students, academic staff, and external organisations. |  |
|  | Ability to navigate politically sensitive situations with professionalism and discretion. |  |
| **Behavioural** |  |  |
|  | Commitment to equal opportunities, inclusivity, and challenging discriminatory practices. |  |
|  | Positive and proactive approach, with a willingness to take initiative and adapt to changing circumstances. |  |
|  | Strong interpersonal skills, demonstrating approachability and a solution-focused mindset. |  |
| **Special Requirements** |  |  |
|  | Willingness to work flexibly, including occasional evenings and weekends to support key events and activities. | Familiarity with Students' Union democratic processes and functions. |
|  | Understanding of the higher education sector and current issues affecting students. |  |