

Job Description - Student Influence: Democracy & Advocacy Support



SU PURPOSE:	To provide an outstanding student experience
DEPARTMENT:	Student Influence: Voice & Advocacy Team
DEPT PURPOSE:	Strengthening Student Representation & Local Influence
JOB TITLE:	Democracy & Advocacy Support
REPORTING TO:	Student Influence Coordinator (Democracy & Advocacy)
DIRECT REPORTS:	None
PURPOSE OF ROLE:	To provide research and administrative support to the Student Influence Directorate - the primary purpose of your role will be to support student-led policy through research, and to administer the delivery SU Council to ensure that it is an effective and impactful decision-making space.

IN PARTICULAR:	1. To facilitate the effective delivery of the SU Council. 2. To empower members in submitting and developing meaningful policy. 3. To work across SU teams, and Officers, to ensure that passed policy is impactful.
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MAIN RESPONSIBILITIES		KEY RESULT AREAS
1. Facilitating an Effective SU Council		
a)	Coordinating with the Chair of Council and SU Staff to distribute papers and information in a timely manner.	<i>SU Councillors are able to consult effectively with their constituents, and bring a more informed viewpoint to SU Council.</i>
b)	Creating and maintaining accurate records of decisions made - specifically keeping minutes at SU Council (but also in preparatory meetings).	<i>SU Council is accountable to the membership.</i>
c)	Supporting improvements to the SU Council system, working with students to improve their strength of voice	<i>More diverse, locally-reflective ways of delivering advocacy</i>
2. Empowering Members in Policy Submission and Development		
d)	Providing research and administrative support to the Student Influence: Voice & Advocacy team, particularly in relation to student-led Policy.	<i>Policy submitted to council is more informed, accurate and tangible - leading to more viable and actionable outcomes.</i>
e)	Looking across the sector (and beyond) to research best practice and methodologies.	<i>Support for students and staff is sector leading.</i>
f)	Developing relationships with teams across the SU to better engage a wider pool of members in policy submission.	<i>Improved diversity of background and priorities within idea submission process</i>
3. Tracking Delivery of Policy Outcomes		
g)	Supporting the Student Influence Coordinator (Democracy & Advocacy) in improving internal policy mechanisms.	<i>Improved potential impact of Officer- and staff-led work</i>
h)	Ensuring that records are accessible through timely updates to the SU Website, Social Media and Google Drive.	<i>The wider membership is able to easily access decisions made by Council, read policies and hold their SU to account.</i>

i)	Working with the Student Influence Coordinators to track policy opportunities.	<i>Improved insight around student priorities available for SU decision-making.</i>
4. General Duties		
j)	Maximise the potential of effective internal communication.	<i>Appropriate channels and targeted messaging is used to engage with a variety of audiences.</i>
k)	Contribute to the positive image of SSU with students, University other stakeholders and staff.	<i>High satisfaction responses to surveys, NPS, awards etc.</i>
l)	Work with colleagues to ensure a full effective service is provided at all times; provide cover as necessary.	<i>Maximum availability of services. Embrace the culture of SSU and its values.</i>
m)	Ensure personal knowledge and skills are up to date to ensure effectiveness in meeting work objectives.	<i>Evidence of attendance at training events, seminars, conferences etc. Embrace change and development in a positive manner.</i>
n)	Such other duties as may be reasonably prescribed by SSU, appropriate to the grade and responsibilities of this post.	<i>Embrace all opportunities in a positive manner. Willing to use new methods and approaches. Enthusiasm towards changing circumstances. Staff behaviours are demonstrated.</i>

Working hours: 5 hours/week (term time only), delivered flexibly*

Pay Band: National Living Wage - £12.21 /h

**During University term time this will require evening work in order to effectively fulfill the duties of the post in attending Students' Union Council meetings, which are scheduled for the following dates (2025-2026): 23rd October, 13th November, 4th December, 19th February, 19th March and 14th May.*

Staff Behaviours:

The following behaviours has been developed in line with our organisational strategy for staff to aspire to, and be measured against, as part of their annual performance review and ongoing development:

- Delivers service excellence
- Communicates effectively and works as a collaborative team
- Builds strong working relationships
- Demonstrates social responsibility, recognises ethical and environmental working and complies with legal requirements
- Creates and maintains a 'can do' culture
- Demonstrates financial awareness and optimizes the use of resources
- Demonstrates creativity and innovation
- Demonstrates effective decision-making and problem-solving

PERSON SPECIFICATION

KEY:

E = Essential, **D** = Desirable **A** = Application Form, **I** = Interview;
X = Assessment Exercise, **R** = References;

	CRITERIA	E / D	Assessed Via
Specialist Skills:	A passion for student-led change, and students' role in shaping their own experience	E	A / I
	Current knowledge of student-led engagement at Sheffield, such as SU Council, Forums, Reps, or student activism	D	A / I
	Excellent organisational skills	E	A / I
General Skills:	Excellent communication and team-working skills; able to collaborate and develop strong networks	E	A / I
	Ability to work within systems, with a set role that supports a larger vision	E	A / I
	Ability to use initiative and solve problems independently	D	A / I
	A constructive, impartial approach to platforming student views, offering evidence based advice to student leaders.	E	A / I
Experience:	Engagement with spaces of student belonging (e.g. Societies) or influence (i.e SU Council, student activism)	D	A / I
	Experience in researching and summarising complex ideas	D	A/I
	Experience adapting to new systems, including digital systems (e.g. Google apps, Canva, POS software)	D	A
Attitude:	Commitment to working in line with our Staff Behaviours	E	A / I
	Commitment to a building positive relationships, based on mutual trust and flexibility when required	E	A / I
Qualifications / Training:	You must be a current student at the University of Sheffield - other than that no formal qualifications or training are required.	E	A
	Willing to undertake development related to the role or which supports Sheffield Students' Union (SSU) priorities	E	A / I