

**Job title: Student Influence Coordinator**

DEPARTMENT: Student Influence

DEPT PURPOSE: Voice & Advocacy is the umbrella term for academic representation, campaigning, liberation and democracy. Our focus is on increasing student engagement in all that we do by ensuring we are relevant, we are listening and our systems & processes are easy to use and accessible for everyone. Through our work we want to enable students to have positive and tangible influence on their SU, their University, the City of Sheffield and further afield on a national level. Our work brings the student voice to life - we will know what students are talking about, what they love and what they want to change. We will give them the skills and the tools to make that change happen.

REPORTING TO: Student Influence: Voice & Advocacy Manager

DIRECT REPORTS:

PURPOSE OF  
ROLE:

To oversee and facilitate the smooth running of Sheffield SU's democratic spaces - to ensure that they are open and accessible to all students, engaging as well as influential and representative of our diverse student body. The role collaborates closely with the wider Voice & Advocacy team, sharing projects and supporting campaigns. Additionally, the role will require you to work in partnership with staff from across the organisation, as well as with external stakeholders to ensure that elected Officers, student leaders and campaigners feel supported and empowered to create positive change across their SU, their University, the city of Sheffield and on a national scale.

IN PARTICULAR:

1. Develop democratic processes and best practice across the SU, enhancing student engagement, ensuring accessibility for all students
2. Supporting student representatives to campaign for change
3. Supporting the team to gather insight that shapes change for students

KEY RESPONSIBILITIES

<b>Democratic Processes</b>	
Democratic best practice	Develop policies, procedures, frameworks and toolkits to support students in delivering accessible activities, including campaigning and changemaking
Build and maintain key stakeholder relationships	Maintain strong relationships between the Students' Union, student activists, the University and external partners where appropriate
Student skills development	Deliver a high quality experience for student participants, providing individual or group mentoring and, where appropriate, other opportunities to develop and consolidate skills.
Wider student influence	Work collaboratively with fellow Coordinators and teams to support effective delivery of wider student voice activity. Liaise with relevant colleagues to support student leadership development and recognition.
<b>Supporting Student Leaders</b>	
Advice and guidance	Provide support, advice and training for student leaders on all matters relating to the running of their activities
Monitor impact	Develop and maintain systems for recording and promoting the impact of student involvement, activity and representation
Empower student leaders in making positive change	Encourage student leaders to collaborate and campaign for change, providing advice and guidance to student leaders
<b>Student Engagement</b>	
Training and recruitment	Support the organisation and delivery of student leader recruitment, including SU elections, ensuring that engagement processes are effective, widely publicised and encourage maximum participation. Coordinate training for student leaders throughout the year
Encourage participation	To organise the delivery of democratic events and processes, working to increase participation and to ensure the diversity of our membership is reflected in our student leaders & representatives

Insight and communication	Work with other services in particular the Partnerships and Policy team, to ensure student insight and views shape regional advocacy. In addition to staff across the organisation in developing effective communications and promotions in relation to the area of work
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### General Duties

- Contribute to the positive image of SSU with students, University, other stakeholders and staff.
- Work with colleagues to ensure a full effective service is provided at all times; provide cover as necessary.
- Such other duties as may be reasonably prescribed by SSU, appropriate to the grade and responsibilities of this post.
- Embrace the culture of SSU and its values.

### PERSON SPECIFICATION

Experience		Essential/Desirable
		Essential
1	Experience of working with representatives, leaders or volunteers preferably in a higher third sector environment.	D
2	Experience in social policy	D
3	Experience of campaigning and/or working on projects related to social justice/change making	D
4	Experience of developing activities or programmes leading to improved engagement	D
5	Experience with using a range of digital, web and software tools [e.g. Google Suite: Docs, Sheets, Drive, Asana]	D
Skills		
5	A passion for democracy; Bye-Laws, policy, deliberative methodology - and increasing engagement in this area	E

6	Ability to support student leaders in creating strong, influential policies - including briefings and white papers	E
7	Current knowledge and understanding of issues and policies impacting on students	E
8	Ability to plan and deliver training	D
	Ability to support, advise and guide volunteers	D
	Excellent professional communication skills and team-working skills; able to collaborate and develop strong networks	E
	Excellent organisational skills	E
	Self-motivated, able to work independently and use own initiative	E
	Ability to work under pressure and meet deadlines while maintaining attention to detail	E
	Creative and innovative problem-solver	E
	Ability to offer impartial, often evidence based advice to elected student leaders.	D
<b>Qualifications</b>		
9	Willing to undertake development related to the role or which supports Sheffield Students' Union (SSU) priorities	E