

# Recruitment of Halls' Student Committees Coordinator

**January 2018**

## Job Profile

Liverpool Guild of Students supports students through advice, lobbying and a range of extra-curricular activities. We want to make students' university experience the best it can be.

Liverpool Guild of Students is student-led charity and every student at the University of Liverpool is a member. We actively listen to our members and their contributions guide and shape our policies. We lobby and encourage students to take a lead in their university experience. The successful applicant will play a key role in this work, ensuring that the students' experience is at the heart of everything the university does.

The post holder will join our Membership Services team to provide excellent guidance and support to students. We are seeking to appoint an individual with highly developed organisational and communication skills with a passion for student activity to enhance and drive the work of the department.

The successful applicant will have an excellent opportunity to progress this role and to actively contribute to the growth of the Membership Services Department. For the successful candidate, this presents an excellent opportunity to work in a forward thinking organisation, embarking upon a period of significant development.

If you would like to discuss any aspect of the role or the Guild further please contact Morven Proctor, Director of Membership Services, on 0151 794 6868 or email [mproctor@liverpool.ac.uk](mailto:mproctor@liverpool.ac.uk)

# Job Description

## Halls' Student Committees Coordinator

Job Title :	<b>Halls' Student Committees Coordinator</b>
Responsible To:	<b>Student Activities Manager</b>
Responsible For:	<b>Halls' Student Committees and Give it a Go programme.</b>
Salary:	<b>£20,411</b>

### Summary of Post

The post holder will work closely with the Guild, the Halls' Student Experience Manager, the Residential Advisors and other University staff to support the work of Halls' Student Committees (HSCs) and Halls' Spend It. The post holder will also work with the rest of the Membership Services team in supporting students wishing to engage in activities which benefit and enhance their student experience, including Give it a Go (GiaG).

### Specific Duties

#### Supporting Student Activity

*The post holder shall:*

- Implement sound structures and training to deliver high quality support for any students involved in HSCs.
- Offer guidance and assistance to the students involved in HSCs and Halls' Spend It, with particular reference to encouraging high standards of performance, safety and participation.
- Provide executive support to the work of HSCs and Halls' Spend It including, but not limited to, managing databases, room bookings, supporting and overseeing events.
- Liaise closely with other members of the team in developing and delivering a structured programme of training for involved students.
- Work with the Membership Services Department to develop and implement the department's plan
- Work with relevant staff on the promotion of Membership Services and its activities.
- Work collaboratively with the University's Halls' Student Experience Team, and other relevant University members of staff, to develop a programme of activities

and events for the Halls, to support the activity of residents, and to seek ways to build and improve the Halls' community

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- Organise and facilitate an annual programme of Halls' Formal events in the first semester
- Proactively encourage activities and opportunities which enhance the student experience, including the organisation and promotion of a GiaG programme.
- Manage the recruitment, training, induction and activity of Welcome Assistants as required, in conjunction with the relevant staff

## **Training and Development**

*The post holder shall:*

- Assist the department with the development and delivery of relevant training and reward systems for members involved in HSC activities, elected officers, Residential Advisors and staff.
- Develop and maintain involvement in appropriate national and local development programs and liaison groups.

## **Supervising others**

*The post holder shall:*

- Oversee the work of HSC members, ensuring that high standards of activity and personal development are available.
- Oversee Welcome Assistants, and Give it a Go Assistants, to ensure a high level of service is offered to those who interact with the Guild during Welcome Week or through the GiaG programme.

## **Representation**

*The post holder shall:*

- Provide assistance and support to elected officers in their lobbying and representational roles, including delivering briefings for meetings, research into issues and developing campaigns.
- Link local and national trends within student activity with the lobbying work of Liverpool Guild of Students' elected officers.
- Maintain an up-to-date knowledge of issues affecting the Higher Education and local agendas.
- Work with Liverpool Guild of Students' Senior Managers and other staff members on policy matters.
- Develop and maintain effective relationships with relevant University staff in order to progress and promote the work of the Guild.

## **Managing Resources**

*The post holder shall:*

Liverpool  
Guild of  
Students

Liverpool Guild of Students  
160 Mount Pleasant, L3 5TR  
+44 (0) 151 794 6868  
[www.liverpoolguild.org](http://www.liverpoolguild.org)

Charity Number: 1137398  
Company Number: 07324992

- Monitor all Halls' accounts, including approving funding within set guidelines and supporting our Halls' Spend It system, and regularly reporting decisions to the Trustee Board.
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- To assist HSCs with the production of budgets and provide ongoing monitoring and support of their accounts
- To assist HSCs with ongoing maintenance of their various facilities and equipment
- Monitor GiaG accounts, including payments of GiaG Assistants
- Authorise purchases and payments as appropriate, within agreed budgetary constraints
- Produce regular reports on budgets, ticket sales, event updates and other relevant information for the Student Activities Manager and Halls' Student Experience Manager

### **Health, Safety and Hygiene**

*The post holder shall:*

- Work in a safe manner, seeking to minimise hazards to ensure the safety of other staff and students, and report all safety hazards immediately.
- Ensure that all health and safety, fire and building regulations and procedures are complied with.
- Ensure all student activity is undertaken within a safety framework.

### **Other**

*The post holder shall:*

- Compile reports and manage records as required, including being responsible for the administration of relevant Guild databases.
- Be present at, and assist in the running of, Welcome Fairs.
- Attend meetings and training events as required.
- Comply with Guild policies and procedures at all times.
- Comply with and promote the environmental and sustainability procedures within the Guild.
- Contribute to the positive and professional image of the Guild and not act in such manner as to bring the Guild into disrepute.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.

- Have a flexible approach to duties and work and, in particular, adopt a team work style with departments and activities across the Guild. This may involve undertaking duties in support of the activities and services of other departments.
- To ensure the service is accessible for all members and meets the needs of the Guilds' diverse membership

**Notes**

The minimum working week for the post is 35 hours. However, due to the nature of the work, actual working hours may exceed this total and will involve some evening and weekend work. This is considered part of the contract and reflected in the grading for the post.

The post-holder may be required to work up to three evenings per week as part of their 35 hours in order to support student activity.

The job description is current at 25<sup>th</sup> January 2018 and will be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and Liverpool Guild of Students in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

In particular, given the grading and nature of the post, the responsibilities of the post holder may well change from time to time. The post holder may, from time to time, be required to be based at and/or work from any University of Liverpool site.

Signed:

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Name:

.....

Date:

.....

## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Experience of project development and management	*	
Experience of motivating and developing volunteers	*	
Experience of planning and running events	*	
Experience of building student communities		*
<b>Knowledge</b>		
Knowledge of the higher education field and issues affecting students	*	
An understanding of students' unions and the role of elected officers		*
Awareness of the principles and current issues in the field of volunteering	*	
<b>Skills</b>		
Ability to work as part of a team	*	
Independent and self-reliant, being able to work without close supervision	*	
Excellent interpersonal skills with the ability to build appropriate relationships with people at all levels	*	
Excellent verbal and written communication skills	*	
Ability to manage working time effectively, and prioritise projects appropriately	*	
Good level of computer skills, including a knowledge of Microsoft Office packages, databases and the internet	*	
Innovative approach to problem solving, being able to provide leadership and direction	*	
Ability to understand and work within a budget	*	
<b>Aptitudes</b>		
Flexible and hard-working with a proactive work style	*	
Approachable nature, with the ability to relate to a variety of audiences in an appropriate manner	*	
Constantly striving to offer excellent, quality customer service	*	
A commitment to the principles and practices of equal opportunities	*	
A commitment to working in a democratic, student-led environment	*	
A commitment to student development and to promoting a leaning culture	*	
Tactful and diplomatic with an assertive nature	*	

## What is the Guild?

Liverpool Guild of Students exists as both an organisation in its own right and as an integral facet of the University of Liverpool, helping to recruit students by offering them extra-curricular opportunities, retain students by supporting their academic and non-academic lives, and encourage students to return as postgraduates or alumni by fostering a sense of community.

Primarily our role is to lobby the University to the benefit of students, but we also offer advice and information, facilitate a democratic governance structure, work in partnership with the University, support student activity, provide a safe social environment, and enable personal development. However, these services are necessary but not sufficient to describe to what end we exist.

The influence we have, and seek to have, extends far beyond the University precinct. The students of Liverpool constitute one tenth of the City's population, and their impact upon it has been significant both economically and socially. They have much to offer as students, but also as citizens, employees, volunteers and voters.

On a national scale, our members help to make up the 2.5 million higher education students in the UK. When the 5 million further education students - that share with them a national representative body and many of the same challenges – are added, it is clear that we are members of a large family that seeks to both promote the interests of students and, by demonstrating the positive effects of education, benefit the country as a whole.

We also believe that students have a legitimate place in discussing and influencing world affairs. The National Union of Students was founded in 1922 in order that students from the UK could be formally represented at conferences of the 'Confederation Internationale des Etudiants', described at the time as "an intellectual brotherhood among the students of the world, from whom will naturally be drawn the rulers of another generation, and which will contribute greatly towards the peace of the world". This is an ideal to which we still subscribe: that if citizens of the nations of the world can meet and understand each other, through their efforts perhaps conflict can be avoided and a better world realised.



## Our Governance and Democracy structure

We're run by students, for students, and with students. This is at the heart of everything we do. So much so, we've developed a brand new democracy structure which gives every student the chance to have their say and shape their university experience.

Students tell us their Guild ideas by visiting our website or by telling Student Officers or Guild staff. Their idea can be on anything from the food we serve, the quality of their course, a campaign they think we should run or a national issue they want us to get involved with.

Straightforward ideas or suggestions – such as feedback on staff customer service - will be dealt with by our team of staff. For more complicated ideas or suggestions, we want to hear what other students think about it and put it to a debate - and it's for these ideas that our brand new decision making body, Guild Summit, will spring into action.

Guild Summit is made up of a wide mix of 50 randomly selected students that is reflective of our students on campus. They meet four times in every academic year to discuss the ideas. If they all agree with the idea, it will be passed onto our Board of Trustees - a group of people with ultimate responsibility for everything we do - for final approval.

If the idea divides Guild Summit opinion, it will go to a referendum. A referendum is a way of voting, but instead of having just 'yes' or 'no' options, students can vote on three or more possibilities. All students can get involved in our referendums. We will hold a campus wide ballot on the idea for one week. The result will then go to the Board of Trustees for final approval.

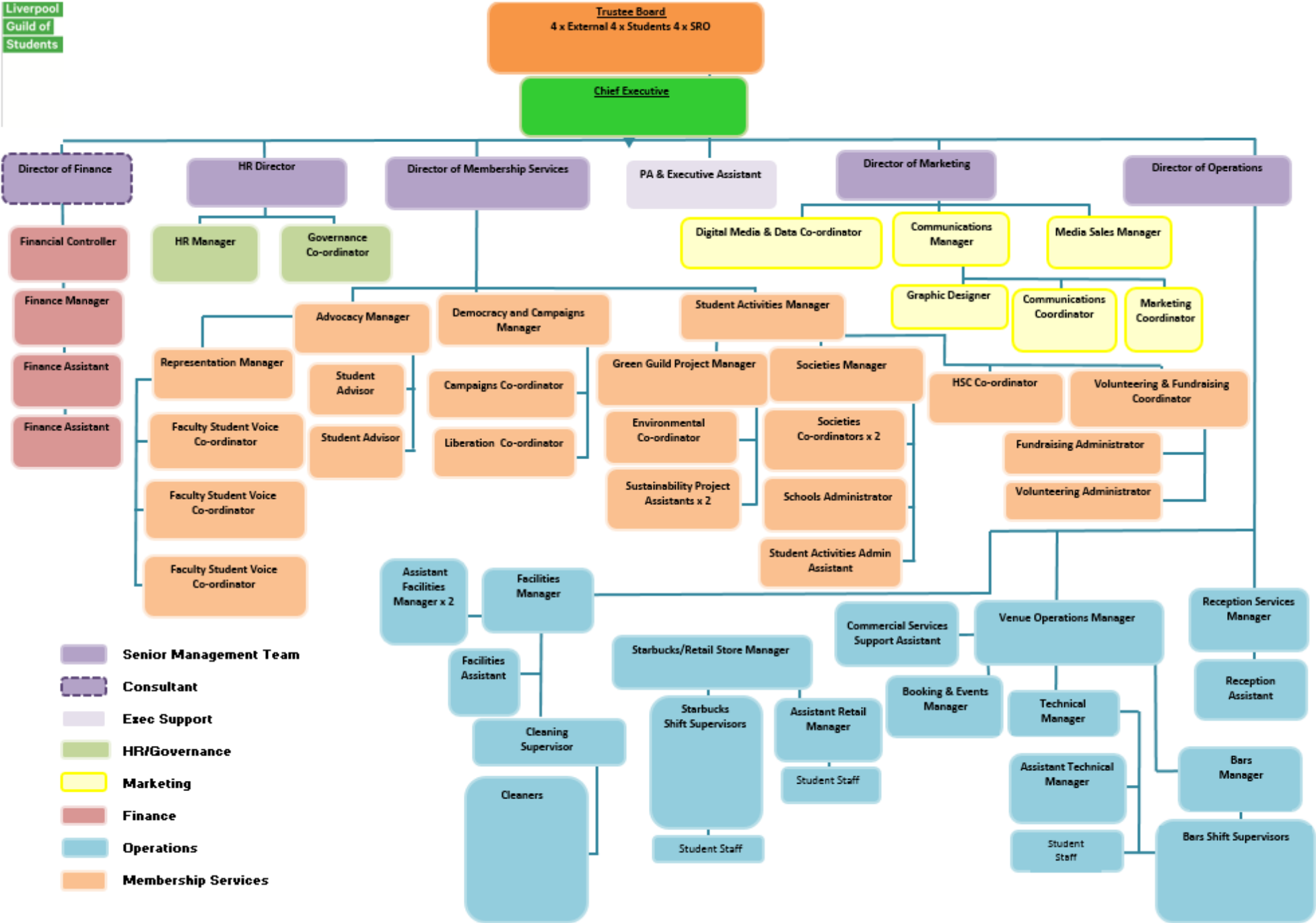
Our Board of Trustees is made up of four full time student representative officers, 4 student trustees and 4 external trustees. The Board has overall responsibility for the management and administration of the Guild, fulfilling this by setting the overall strategic direction and directly managing the Chief Executive. Management and administration on a day-to-day basis is therefore delegated to the Chief Executive and staff team.

The role of the Student Representative Officers is to gather feedback from students and lobby the University and other external bodies, be it the local council, police, NHS, transport providers or businesses in order to bring about positive change for students. To help them do this, our governance structure is designed to gather information from students in a number of ways.

We also have committees that consider matters of a strategic nature, such as finance and recruitment. We ensure that the committees have democratic credibility by ensuring that at least one student representative officer and student trustee are present, each committee also has an external trustee who has voting rights.

In addition we gather information from students involved in activity groups and from student representatives, each course has its own representative. But we are always thinking about and looking for new ways to determine student opinion. This has led us to find new ways to ask students their opinions via social media; the organisation is committed to a program that expands the use of digital communication so that we create a constant two-way dialogue.

# Liverpool Guild of Students Organisational Chart



## Equal Opportunities Monitoring Form

In accordance with its policy on equality and diversity Liverpool Guild of Students will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. You are, however, of course, under no obligation to do so and if you would prefer not to answer some or all of the questions please return the form indicating that this is your choice. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

<b>Post Applied for:</b>			
<b>Full name:</b>			
<b>Preferred Name:</b>			
<b>1. Gender</b>			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
		Prefer not to say	<input type="checkbox"/>
Prefer to self-describe as			
<b>2. Age</b>			
<b>3. Marital Status</b>			
Married/Civil Partnership	<input type="checkbox"/>	Single	<input type="checkbox"/>
		Other	<input type="checkbox"/>
<b>4. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other persons for whom you are the main carer).</b>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>5. How would you describe your religion or belief</b>			
My belief or religion is:			
I have no belief or religion:			
<b>6. Do you have any disabilities?</b>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>7. Ethnic Origin</b>			

(Relates to a sense of identity/belonging on the basis of race/culture). I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background):

**A White:**

British	<input type="checkbox"/>	English	<input type="checkbox"/>	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	Scottish	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify:				

**B Mixed:**

White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify:				

**C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:**

Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify:				

**D Black, Black British, Black English, Black Scottish, or Black Welsh:**

Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify:				

**E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:**

Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify:				

**8. Where did you see this post advertised?**

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Data protection: Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee, the right of access to personal data held about them. I hereby give my consent to Liverpool Guild of Students to process the data supplied in this form for the purpose of recruitment and selection.

**Applicant's signature:**

**Date:**