



Application pack

**nuS  
AWARDS  
2017**



**nuS AWARDS 2017 WINNER**



# STUDENT ENGAGEMENT COORDINATOR (X2)

Come work for the Students' Union of the Year!











## about us

MDXSU is an independent charity in North London which supports, represents and improves the experience of the 18,000 students studying here at Middlesex University.

In 2017, we were awarded Students' Union of the Year by the National Union of Students (NUS), recognising our dedication and impact in representing and supporting students.

We are proud of our innovative campaign work on campus and beyond, and our role in championing student voice – supporting students to have a voice in shaping their experience both at course level and within liberation groups.

As a Students' Union, we are committed to helping all students make the most of their time at Middlesex University. This includes delivering a packed social events calendar – including a month of freshers' events; supporting over 90 students groups for those with shared interests and backgrounds; and enabling students to gain skills and build their employability through internships, placements and development programmes.

We are aspiring to be the most innovative, inspiring and inclusive Students' Union in the UK by 2020, a vision which our staff are crucial in shaping and delivering.



## ■ working at Middlesex Students' Union

**MDXSU, like all Students' Unions, is fairly unique in the way that we operate. We are led by a team of elected students who are voted into their roles by their fellow students at Middlesex University, and who work full-time to lead our organisation and represent their peers.**

**Working in a democratically-run organisation is both a unique and exciting opportunity, and working with students to deliver changes that affect them is highly rewarding.**

## our team

Supporting our elected student officers are a highly-talented and highly-motivated staff team, including twenty full-time staff and around 70 student staff and interns – as well as thousands of student volunteers.

Our recent staff engagement survey showed that 88% of staff feel positively engaged, and that 100% of our people believe that our organisation treats people equally irrespective of ethnicity, gender, disability, age, sexual orientation or religion. In comparison to the third sector more generally, staff at MDXSU are 10% more likely to recommend us as a good place to work.

MDXSU's work is spread across three teams, who are all supported by central services:

- Advocacy and policy
- Communications, events and income
- Communities and development



## staff benefits

Alongside offering a fulfilling role within a vibrant, welcoming organisation, we offer a competitive benefits package.

We have a strong commitment to supporting our staff to grow and develop within their role, the organisation and in terms of their personal development. All staff are encouraged to identify training opportunities and conferences, and are also invited to annual all-staff residentials and team away days.

Staff can also take advantage of 25 days of annual leave – in addition to bank holidays and seasonal university closure periods – volunteer and wellbeing days, flexible working and access to PerkBox, which includes various discounts and opportunities for subscribers.



## where we are based

Our office is located on the recently-redeveloped Middlesex University campus in Hendon, North London.

Hendon is short distance from central London with great transport links – we are close to both Underground (Northern Line) and National Rail (Thameslink) stations, and have easy access to the North Circular, M1 and A5. There are also multiple bus services into central London and into the surrounding area.

Hendon has a great community feel, with shops, cafes, parks, banks and useful facilities within a short walk, as well as Brent Cross shopping centre. There are also catering options on campus, plus a recently refurbished gym and sports facilities.



# STUDENT ENGAGEMENT COORDINATOR (X2)





## key information

**Accountable to** Advocacy & Policy Manager

**Responsible for** Student Voice Assistant

**Salary** £24,000- £27,000

**Contract** Full Time

**Hours** Minimum of 35 hours per week (evening work will be required)

**Location** Middlesex University Hendon campus, North London

**Annual Leave** 25 days, plus bank holidays and university closure periods

## the role

Our newly created Student Engagement Coordinator position is an exciting role in our Advocacy & Policy Team. We are looking to recruit 2 new members of the team to support our dynamic representation structure within our faculties and lead on embedding our student engagement practices across the university. This will include the recruitment, training and ongoing development and support of our Student Voice Leaders. The post holder will be integral in developing the student voice through faculty committees and supporting our full-time Student Officer team to engage with university processes in Faculties. The post holder will be the primary contact for the faculty and responsible for developing key relationships students and staff in the Faculty.

The post holder will also develop activity to support students within the faculty to engage with the democratic activity of MDXSU. This will include leading on aspects of the union's constitutional obligations as well as supporting the development and delivery of our exciting democratic calendar (including Elections, referendum, conferences and other activity) to build an innovative and inclusive community. The post holder will work as part of a team and be responsible for the development and implementation of student-led policy within MDXSU.

## job purpose

1. **Responsible for supporting student representation within a Faculty; including coordinating the collection, analysis and dissemination of student academic feedback through academic based campaigns, reports, policy papers and committee proposals within the faculty.**
2. **Responsible for coordinating and servicing activities from the democratic calendar and supporting student engagement within MDXSU democratic structures in the faculty.**
3. **Responsible for contributing to the Advocacy & Policy Team activity including the strategic and operational planning for the department.**





# key responsibilities

## **1. Responsible for supporting student representation within a Faculty; including coordinating the collection, analysis and dissemination of student academic feedback through academic based campaigns, reports, policy papers and committee proposals within the faculty.**

- Coordinate the recruitment of Student Voice Leaders on programmes across a given faculty in partnership with Middlesex University in-line with agreed processes.
- Maintain a Student Leader database by monitoring and capturing participation of Student Voice Leaders and their feedback in a timely manner to aid in-year reporting of interactions and engagements within the faculty and across the university.
- Organise regular 1-2-1s with Student Voice Leaders within the faculty to support their effective participation in the Programme Voice Group process.
- Promote the effective participation of Student Voice Leaders in Student Voice processes including the University's student voice mechanisms and MDXSU's internal democratic and decision-making procedures.
- Coordinate projects and academic campaigns to support Student Leaders in resolving the issues that they have identified.
- Produce content and organise activity to raise the profile of Student Voice Leaders and create a community of Student Voice Leaders.
- Maintain a database of student issues and opinion on wide-ranging issues related to their academic study to inform the development of policy, projects and support the development of academic campaigns.
- Provide support and develop briefings on relevant issues related to the Higher Education sector and coordinate the effective response to relevant institutional, local and national consultations and proposals.
- Coordinate the effective communication of outcomes and information from students' union and university policy meetings and developments in a concise and relatable way to student representatives and students.
- Build effective relationships with Student Voice Leaders and key stakeholders in the University to ensure the successful delivery of student voice processes.

## **2. Responsible for coordinating and servicing activities from the democratic calendar and supporting student engagement within MDXSU democratic structures in the faculty.**

- Ensure the democratic functions and decision-making processes of MDXSU meet the requirements and guidelines set out in the constitution and the bye-laws.
- Coordinate the planning, administration and delivery of elections and referenda, including student involvement in and around election periods and dissemination of materials to key stakeholders.
- Organise and provide administrative support to democratic meetings, including advising on constitutional requirements, administration of policy votes, taking minutes, keeping a record of policy recommendations and outcomes of meetings and ensuring the communication of this to representatives and students.
- Coordinate the election and effective participation across all elections within MDXSU including the Full-Time officers, NUS Delegates, Liberation Leaders, Faculty Representatives and Student Trustees

### **3. Responsible for contributing to the Advocacy & Policy Team activity as well as the strategic and operational planning for the department.**

- Contribute to the annual 'Student Feedback Report' by collating the information raised through the Student Voice Leader programme.
- Coordinate the delivery of the annual Student Led Teaching Awards, including the promotion of nominations and organising the Awards dinner.
- Contribute to the annual report on Student Led Teaching Awards by analysing nominations received to highlight best practice for dissemination across the University.
- Keep up to date with key local and national educational reports and surveys that will support the development of programme based opportunities, including The National Student Survey, The Graduate Outcomes Survey and all other relevant publications.
- Contribute to the Advocacy and Policy Team's operational planning by putting forward proposals relating to student voice and representation.
- Contribute to other departmental and organisational priority activities as requested by the Advocacy and Policy Manager.



# person specification

CRITERIA	REQUIREMENT	ASSESSMENT
<b>QUALIFICATION</b>		
Good General education, typically to the Higher/ Alevel equivalent	Essential	A
University/College Degree	Desirable	A
<b>EXPERIENCE &amp; KNOWLEGDE</b>		
Previous experience in a democratically led organisation	Essential	A
Good understanding of current issues and themes in Higher Education	Essential	A/I
Good understanding of students' union governance structures	Desirable	A/I
Experience managing projects and events to deadlines	Essential	A/I
Experience of training students or staff	Essential	A/I
Demonstrable understanding of representation systems and processes	Desirable	A/I/T
Experience working with or managing volunteers	Desirable	A/I/T
Experience working with campaigns	Desirable	A/I
Experience providing administrative support to meetings & projects	Essential	A/I
Experience of writing and coordinating the provision of research and policy documents	Desirable	A
<b>ATTRIBUTES &amp; SKILLS</b>		
Excellent communication skills, verbal and written	Essential	A/I/T
Proven ability to think creatively to develop new ideas and opportunities	Essential	A/I
Excellent planning, organisational and administrative skills	Essential	A
Self-motivated and self-reliant	Essential	A/I
Excellent customer care skills (internal and external)	Essential	A/I/T
Ability to quickly build relationships with others	Essential	A/I
Attention to detail	Essential	A
<b>VALUES &amp; ETHICS</b>		
Desire to work within a democratic and student-led environment	Essential	A/I/T
Understanding of and commitment to equal opportunities	Essential	A/I/T
Desire to work within organisation supporting and servicing a culturally diverse membership	Essential	A/I/T
Demonstrably high standards of personal Integrity	Essential	A/I
<b>KEY COMPENTCIES</b>		
Planning and organisation skills Innovation and creativity Equality and diversity Problem Solving		
<b>Key</b> <b>A – Application</b> <b>I – Interview</b> <b>T - Task</b>		

## **Application Deadline**

Monday 15th April 9:00am

If you are interested in applying for this role please head to [www.mdxsu.com/jobs](http://www.mdxsu.com/jobs) and complete the Application Form and Equal Opportunities Monitoring Form by the deadline stated above.

Once completed please send it to [recruitment@mdxsu.com](mailto:recruitment@mdxsu.com)

We aim to ensure that the recruitment process is as inclusive as possible, please get in touch if you would like to discuss any access needs or need additional support through any stage of the process.

## **shortlisting and interviews process**

Shortlisting will take place on Tuesday 16th April 2019.

Interviews will take place Friday 26th April 2019

## **key contacts**

If you would like further information regarding the recruitment process. Please contact Yocana Vaz Da Cruz, HR and Office Coordinator [y.vazdacruz@mdx.ac.uk](mailto:y.vazdacruz@mdx.ac.uk) or call 02084112309.

If you would like further information regarding the role please contact Jordan Lewis, Advocacy & Policy Manager [J.Lewis@mdx.ac.uk](mailto:J.Lewis@mdx.ac.uk), 02084114035





[www.mdxsu.com/jobs](http://www.mdxsu.com/jobs)

