

# **GOVERNANCE ADMINISTRATOR JOB DESCRIPTION**

**Salary:** £19,586-£21,842 (Grade 4) (Pro-rata. Part time, 25 hours per week)

**Responsible to:** Student Engagement Manager

**Responsible for:** Student Staff

**Functional Relationships:** Trustees, Senior Leadership, Student Information Desk Staff

**Closing Date:** 15<sup>th</sup> August- 5pm

# INTRODUCING OURSELVES

## Who are we?

We are University of Northampton Students' Union!

We are a registered charity, completely independent from the University. Led by students, backed by volunteers and staff, we seek to ensure that our member's time at the University is the best it can possibly be – that it is rewarding, fulfilling and memorable.

All students automatically become members of the Students' Union – a vibrant community of around 13,000 – as soon as they enrol and it's absolutely free! Our members are entitled to all of our services and opportunities, including sports, societies, volunteering, advice and representation, our retail and catering outlets and our nightclub.

Whatever their passion or interest, time commitment or background, it couldn't be easier for our members to get involved in an activity at the Students' Union – we have something for everyone. There are more than 35 sports clubs to choose from, ranging from Cheerleading to Rugby League, plus diverse societies including the History Society, Chinese Cultural Society and Disney Society! Even if you they can't find the one they're looking for, they can start their own!

We also provide academic representation. Through our five democratically-elected Sabbatical Officers and hundreds of Student Representatives, we offer support when our members need their voice to be heard, have queries about their course or just feel a bit homesick. The Students' Union is always here for them.

The new Waterside Campus boasts our grade II-listed venue, the Engine Shed. It offers everything, such as coffees and paninis, space to unwind and a home on campus for our numerous services. Waterside also houses the SU –run Art Shop, located within the Create Hub. We have also invested in a new nightclub in the town centre, [The Platform](#). Spread across three distinct spaces, The Platform offers a multitude of music styles with luxe, comfortable furnishings offset against contemporary fixtures, alongside premium spirits and beverages. With Milk It Mondays and LOCO every Wednesday, in addition to our regular Friday and Saturday club nights. The space also boasts a spacious café, and two state of the art conferencing suites. The Platform really has something for everyone!

For those in halls on the old Park Campus, we have our UniExpress store, which provides affordable products at your convenience.

We look forward to seeing you soon!

## Organisation purpose

### Our Vision

The University of Northampton Students' Union is recognised by all our student members as an integral part of their student life.

Our long-term aims are to ensure all Northampton students:

- Receive the best possible education during their time at the University of Northampton.
- Live and work within a campus community and physical environment in which they can prosper, underpinned by a network of support services they can turn to when they need it most.
- Feel supported in their personal and professional development outside of the classroom

### Our Mission

To represent, inspire and support our members to proactively shape an outstanding student journey.

We will do this by:

- Developing a new system of academic representation that advocates and inspires students to create meaningful change.
- Creating new opportunities for students to take on meaningful leadership roles, with clear pathways for progression, supported by a comprehensive programme of training.
- Developing and embedding a new network of support services and initiatives.

### Our Values

Our values underpin everything we do. As a students' union we are:

- **Caring**- We put our students first, supporting them at every stage of their journey.
- **Inspiring**- We use our unique relationship with our student members to inspire them to achieve their goals.
- **United**- We unify our student members around their common causes to produce shared benefits.
- **Student Owned**- The organisation is led by our student members, driven by student decisions and is accountable to them for everything it does.
- **Respectful**- We celebrate our differences; by respecting the diversity of our student membership, staff and other stakeholders we cultivate an inclusive community.
- **Bold**- We will be clear and decisive in our decisions, confident in our views and courageous in our actions.
- **Relevant**- We will always strive to understand the needs of the broader student membership, revising our approach to improve our offer.

## Strategic Priorities 2018-21

Student Wellbeing 1 (SW1)	Developing and delivering a range of services and programmes that responds to the needs of our student membership-supporting students out of isolationist behaviours, supporting them in their transition to University life and addressing their mental wellbeing whilst studying at Northampton
Student Wellbeing 1 (SW2)	Comprehensively promoting the Students' Union, University and trusted strategic partners' support services such that students understand what support is available to the and how it can be accessed alongside communications that look to address the stigma associated with open conversations around issues of student wellbeing and mental health.
Student Wellbeing 1 (SW3)	We will look to develop bystander intervention training and techniques among our student leaders and volunteers to enable them to support their peers and the broader Northampton community in an impactful way, through issue identification, intervention and signposting to professional services.
Academic Experience 1 (AE1)	Building a representative team that reflects our values. That is transparent and enables our members to see what work is being undertaken and what changes are being made. That fosters honest, constructive and respectful conversations that proactively shape the organisation's position on student issues. That is accessible to and reflective of our diverse student membership. That champions best practice and success in addition to advocating for change.
Academic Experience 2 (AE2)	Delivering an ambitious programme of training and development opportunities that provides students with the skills, knowledge and confidence they need to effectively advocate for their peers and inspires them to create meaningful change at course, programme, subject and faculty level.
Academic Experience 3 (AE3)	Working collaboratively, in partnership, with the University of Northampton in the development, design and delivery of student programmes, initiatives, events and resources that support students to grow and achieve their ambitions. Contributing to all discussions on student matters of importance and cementing our position as the definitive voice of the student body.
Academic Experience 4 (AE4)	Articulating student expectations to the University and, in partnership with the institution, defining clearly the quality standards our members can expect from their time at Northampton with respect to teaching, academic services and support.
Student Opportunities 1 (SO1)	<b>Creating opportunities for students to demonstrate and develop their leadership and team working skills, alongside a comprehensive leadership training programme and clear development pathway for students to progress.</b>
Student Opportunities 2 (SO2)	<b>Embedding soft skill development within all student opportunities that enables our membership to become confident contributors to society.</b>
Student Opportunities 3 (SO3)	<b>Supporting students in the identification, recording and articulation of the skills they have learnt through their involvement with Students' Union opportunities.</b>

## Principal Duties and Responsibilities of post-holder

Link to strategy	Role/responsibility
	<b>Governance</b>
SW1	To provide administration for Trustee Board meetings and subcommittee meetings, including organising Outlook meetings, preparing agendas, liaising with managers and trustees, booking rooms, taking minutes and preparing formal minutes
SW1	To be knowledgeable on the quoracy of all Union meetings and to monitor and advise as necessary
SW1	To maintain a record of membership of the Board, to be reported to Governance and Appointments Committee
SW1	To support the HR Advisor when recruiting new Trustees
SW1	Work with the Democracy Coordinator to ensure that the governing documents of the organisation are up to date and appropriately accessible to our members via the organisation's website.
SW1	To perform administration duties that ensure the Union meets its statutory requirements with Companies House and Charities Commission, including updating the Charity Commission website
SW1	To provide relevant information to the Website-Development Coordinator regarding the content of SU governance webpages
SW1	To be knowledgeable of the UNSU Constitution and Bye-Laws, as they apply to this post, including any legal requirements
SW1	To provide general administrative support to the organisation's Leadership Team
SW1	To provide a minute taking facility for senior staff meetings
SW1	To coordinate the internal/University meeting procedures in terms of circulating agenda, papers and minutes and assisting with diary management
SW1	Ensure a robust system is in place for follow up of agreed action points from meetings
SW1	Provide an administrative support service for any major project activity the SU may undertake E.g. Quality SU's
	<b>Reception</b>
SW1	Supervise a small team of student staff who will be the front-face of our organisation with regards to any enquiries received at our reception desk, via social media or to our general enquiries e-mail
SW1	Train and support that students staff team to: <ul style="list-style-type: none"> <li>• Be proactive in developing knowledge of the organisation's operation, and therefore allowing for a more knowledgeable and effective front-of-house for the organisation via the reception desk, enquiries e-mail and for social media enquiries.</li> <li>• Be responsible for general office duties ie: Receipt and distribution of post, lost property, efficient message taking, stationery stock control &amp; ordering,</li> <li>• Provide administrative support to members of staff at the Union where required, particularly in supporting the wider Student Engagement team</li> <li>• Be responsible for issuing of NUS Extra cards</li> </ul>

	<ul style="list-style-type: none"> <li>• Bursary scheme- Maintain shared database of eligible students'. Log all vouchers collected. Liaise with UoN staff weekly on progress of collection.</li> <li>• Manage all enquiries from emails or in person for room bookings at the Engine Shed. Maintain a shared calendar with other staff to enable bookings. Liaise with appropriate staff of all aspects of the booking including Catering requirements, IT/AV requests and furniture layouts. Organise car parking. Complete follow up paperwork from bookers.</li> <li>• Publish a weekly events calendar to inform all Engine Shed staff and UoN Security staff of events including any necessary room changes for staff working areas.</li> </ul>
SW1	The post-holder should ensure that the reception is staffed between 10am and 4pm each day during term-time, and between 10am-2pm out of term time.

## ***To contribute to the overall effectiveness of the Union***

- Attending all meetings and training events as required, providing reports where requested.
- Ensuring that statutory and legal obligations are met.
- Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
- Promoting the Students' Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental.
- Contributing to the positive image of the Students' Union with students, the University and the local community.
- Be clean, tidy and professional in appearance, wearing identification and (where stipulated) a uniform, which will be clean and ironed.
- Working with the team, to provide mutual support, and ensure a full service is maintained at all times, providing cover as necessary.
- Be flexible in your approach to work, able to work at any site as required, and unsocial hours as required in order to meet organisational objectives and projects.
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives and supporting your own development by taking part in training opportunities as agreed by the Students' Union.
- Such other duties and project as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of this post.
- It is important to know that you will be expected to participate in any training programme considered relevant to your job. The Students' Union expects all staff to participate and take ownership of their induction, personal review programmes, departmental staff meetings, training, and networking opportunities.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

## PERSON SPECIFICATION

### Governance and Democracy Coordinator

Attributes	Criteria	Essential	Desirable	Assessment Methods: Application Form Interview Test Presentation
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English Language and Maths at Grade C.</li> </ul>	<b>X</b>		
<b>Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Significant experience (ideally +2years) of working in an office environment</li> <li>Practical experience of working in customer service environment and the ability to recognise excellent service standards</li> <li>Experience of diary management for senior staff</li> <li>Experience of supporting senior managers and coordinating meeting events</li> <li>Understands the need to be able to handle information of a confidential nature</li> <li>Able to demonstrate knowledge of charity governance and structures</li> <li>Excellent IT skills i.e. Word, Access, Excel, PowerPoint, Outlook</li> <li>Experienced at producing accurate meeting minutes</li> <li>Exceptional organisational skills</li> <li>Ability to keep web pages up to date with internal meeting minutes</li> <li>Experience of devising and delivering impactful training</li> <li>The ability to work with elected officers</li> <li>An understanding of Students' Unions and their democratic processes and procedures</li> </ul>	<b>X</b>  <b>X</b>  <b>X</b> <b>X</b> <b>X</b>  <b>X</b> <b>X</b>  <b>X</b> <b>X</b>  <b>X</b>  <b>X</b>  <b>X</b>	<b>X</b>            <b>X</b>            <b>X</b>	