



CAMPAIGNS & SOCIETIES COORDINATOR

JOB PACK

Summer 2020





INTRODUCTION FROM CAMBRIDGE SU

Dear Candidate,

We are delighted that you are interested in joining the team at Cambridge SU. We're about to embark on our first year as a brand new union, and we're looking for just the right candidate to join us in an ambitious year!

This role is one of two brand new roles at Cambridge SU! The successful candidate will work alongside our newly appointed Activities Manager; the two roles are essential in helping us achieve our ambitious goal of offering additional, and greater support for student groups at Cambridge University. This role in particular will be working alongside our seven campaigns that represent different groups in the student membership.

We recommend spending some time browsing our website to find out more about the campaigns and what they are working on, alongside our sabbatical officer team.

We're aware these are uncertain times for everyone, we want to assure all candidates that apply will be treated fairly, with our hiring practices changing as little as possible from how we operated before the Coronavirus epidemic. If you are invited to interview, tasks may be sent ahead of time and interviews will be conducted remotely.

If you are interested in working in a driven, change-making, student-led organisation, then we would love to hear from you.

Cambridge SU

ABOUT CAMBRIDGE SU

Cambridge SU is the representative body for all 24,000 students at the University of Cambridge and its constituent Colleges; it is a registered charity within the University community that exists to represent, campaign for, and support students at the University.

Cambridge SU was founded by the efforts of the two previous central Students' Unions of the University of Cambridge in 2019. These are the Cambridge University Students' Union and the University of Cambridge Graduate Union. This proposal came at a time when Undergraduate and Postgraduate student numbers were equal, so it was felt that a new organisation should represent both groups of students and those that fall in the grey area between them sufficiently and equally. An all student referendum was held in Michaelmas term of 2019, asking students:

Do you approve of the dissolution of CUSU and the GU and the creation of a new single students' union in the form of Cambridge SU?

The referendum passed with 70.8% of the votes in favour of the motion.

Cambridge SU plans to lead the way in representation for all students, but particularly with postgraduates in mind. Postgraduate representation was the driving force to create a brand new, single students' union for students at the University of Cambridge.

Each year students elect from the membership eight members who take up employment in the union as "Sabbatical Officers"; these officers are the most prominent officers within the union and they lead the representative work of the union on behalf of members. Their roles exist to lead and direct priorities for each academic year for which they are elected to serve.

The sabbatical team is supported by a range of staff roles in the students' union and their activities are overseen by the CEO on behalf of the charity's trustee board. Staff also coordinate projects, services and student activities; as well as operations, facilities and fundraising all of which contributes to the long-term development of the union and its role in the University community.

Cambridge SU runs a variety of campaigns that reflect the priorities of the elected officers and/or Student Council, which can range from trying to resolve student issues within a course or department, through to trying to raise awareness of an issue affecting students or even addressing a structural barrier to equality of opportunity perceived by the members. The Students' Union provides a variety of services, from individual support for students who are experiencing problems through to providing free sexual health supplies and cut-price photocopying for Cambridge students.

JOB DESCRIPTION

Job title	Campaigns & Societies Coordinator
Reports to	Activities Manager
Responsible for	Coordination and support of Cambridge SU Campaigns; Support the Activities Manager in the development and training of societies; Offer 1-1 support to the full-time liberation sabbatical officers.
Place of Work	SU Building 17 Mill Lane, Cambridge CB2 1RX *Working from home required due to COVID-19 pandemic*
Salary	£22,000 - £25,000 per annum (depending on experience)
Contract	Full Time (35 hours per week) Permanent Contract

Note to candidates: this JD may change before or upon appointment.

Job Purpose

The role's primary purpose is to be the lead staff member in supporting, training and developing the Cambridge SU campaigns;

- BME Campaign
- Class Act Campaign
- Disabled Students' Campaign
- Ethical Affairs Campaign
- International Students' Campaign
- LGBT+ Campaign
- Women's Campaign

Campaign Support

There are seven campaigns that exist within Cambridge SU; they are communities within the SU's student membership. Each group has its own committee, events and campaigns that they run. The Campaigns and Societies Coordinator should help SU Campaigns to be sustainable and effective in their representative roles. A key function of the role will be to support the political and community building work of the SU Campaigns, including projects, campaigns, events and welfare support. An important part of this role will be developing relationships with student campaigns. Alongside the Activities Manager, the role holder will develop and formalise internal processes and procedures for SU Campaign activities.

This role will also be instrumental in facilitating the campaigns transition to Cambridge SU, part of this will involve ensuring regular communication is maintained and implemented with systems the role holder will create and maintain. In addition to this, the role holder will help drive our aim of increased postgraduate representation across Cambridge SU, this will be documented in written reports about the impact of campaigns, produced by the Campaigns and Societies Coordinator.

Supporting the campaigns also includes being the lead staff support for the three sabbatical officers linked to campaigns:

- BME Officer
- Disabled Students' Officer
- Women's Officer

We envisage 60-70% of the role-holders time being dedicated to the campaigns. The additional time to be spent on supporting societies alongside the Activities Manager.

Societies

Alongside the Activities Manager, a new role introduced this academic year, the role holder will support the development and training of societies within Cambridge University. This is a great opportunity for anyone interested in the development of new student groups to work alongside this exciting new role and help shape the support and development of student groups.

Alongside the job description, role-holders will be expected to deliver upon objectives defined in the organisation's strategic plan and associated work plans. All Cambridge SU staff may be required where necessary to support projects and work throughout the union, such as the annual freshers' fair.



Key Relationships

- Full-time Liberation Officers
 - BME Officer
 - Disabled Students' Officer
 - Women's Officer
- Campaigns
- Membership Team
- Societies
- Proctors

Overview of duties

- Support and advise the seven SU campaigns
- Assist the Activities Manager with supporting societies as required
- Be the lead staff support for annual Reclaim the Night march
- Support the full-time elected sabbatical officers alongside the Membership Team
- Offer 1-1 support and campaign development to the three full-time liberation sabbatical officers
- Develop and maintain accurate records of elected campaign representatives
- Develop and deliver training
- Facilitate annual handovers of student committees where applicable alongside the Activities Manager

General Duties: Duties that are included in all staff job descriptions

- To develop and deliver targets outlined in the Union's strategic plan
- To contribute and assist in the Union's planning processes and the review of its performances and systems
- To attend meetings, training events and conferences where necessary
- To liaise as required with University and College personnel and appropriate external organisations
- To portray the Students' Union in a positive, proactive and professional manner
- To be involved with Union wide events such as Elections and Freshers' Fair
- To undertake your own typing, filing, photocopying etc
- To provide cover, where appropriate, for other staff during holidays, sickness etc



PERSON SPECIFICATION

The following criteria are required to successfully fulfil the position of Student Rep Coordinator:

NB. E = Essential to the role. D = Desirable for the role.

Education Qualifications & training	Essential	Desireable
Educated to Degree standard or equivalent.		x
Completion of Further Education qualifications or equivalent/ Proven literacy and numeracy skills.	x	
Training qualification.		x

Knowledge	Essential	Desirable
Good working knowledge of the MS Office suite of software.	x	
Knowledge or understanding of the Students' Union OR member driven organisation environment and structure.	x	
Broad understanding of issues affecting students and political developments in the Higher Education Sector.	x	
Comprehensive knowledge of common representative and extra-curricular student activities.		x

Experience	Essential	Desirable
Previous involvement within a democratic/ membership organisation.	x	
Experience of supporting or facilitating others to achieve goals.	x	
Experience of campaigning in relation to an issue or a change.	x	
Experience of developing and producing information materials.		x
Developing and delivering training.		x

Experience of communicating with a diverse range of people, both individuals and groups.		x
Experience of supporting committees or regular meetings.		x

Skills and abilities	Essential	Desirable
Ability to communicate effectively; strong level of oral and written communication skills.	x	
Excellent interpersonal skills.	x	
Ability to manage work time effectively and to prioritise appropriately, managing multiple project briefs.	x	
Able to learn new skills and software packages quickly.		x
Excellent organisational skills with the ability to respond to queries in a timely and professional manner.	x	
Ability to identify the needs of volunteers/ representatives and respond to those needs with support.	x	
Ability to provide direction to others, to plan and coordinate projects.	x	
Ability to speak in public (e.g. to groups of training or at conferences) or (e.g. to small and larger groups at training sessions)	x	

Additional attributes required	Essential	Desirable
The post holder must exercise a high degree of discretion when dealing with sensitive matters.	x	
A flexible and adaptable approach to work.	x	
Available to work evenings and weekends when required.	x	
Motivation - ability to work on own as well as in a team.	x	
A pro-active approach to improving the service provided - "can do" attitude.	x	

APPLICATION INFORMATION

Key Dates

Application deadline: Thursday 6th August, 5pm

Interview date: Monday 17th August

Applicants should notify us in advance if they foresee any dates being problematic.

Apply!

To apply, please submit a CV and supporting statement (the supporting statement should be a maximum of two sides of A4) that clearly outlines your suitability for the role by addressing the criteria focused on experience within the person specification, giving examples.

Applications should be submitted electronically to vacancies@cusu.cam.ac.uk.

Upon receiving your application we will request you complete an equalities monitoring form.

If you would like an informal conversation around the role, please email vacancies@cusu.cam.ac.uk with your contact details and a selection of times you may be available. Gabbi, Head of Membership Engagement, Deputy CEO or Christy, Activities Manager will be happy to contact you to discuss the role.

Benefits



A day off for your birthday



A day off for moving house



Pension contributions



Cycle purchase scheme



Generous holiday package

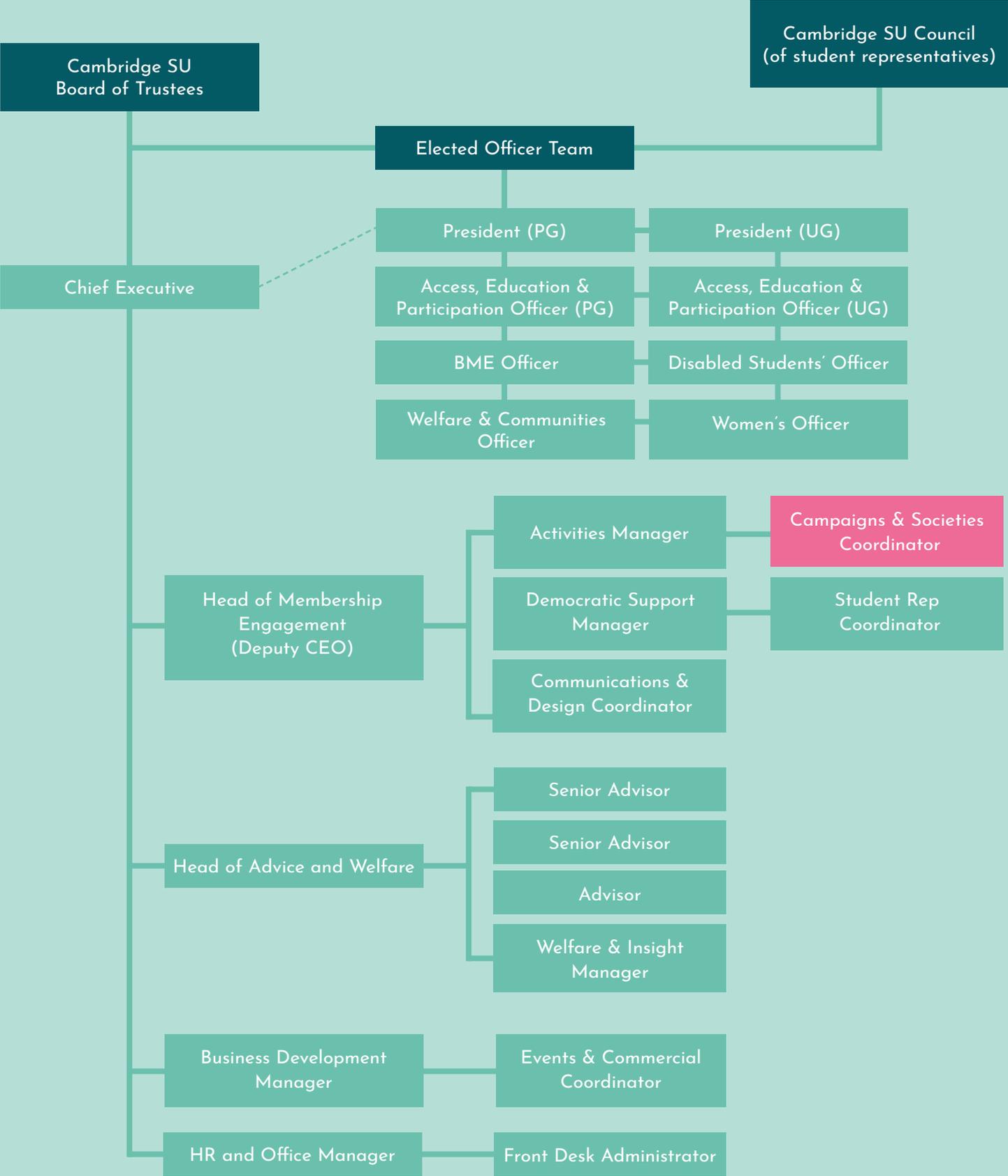


Access to training & development opportunities

An inclusive process

Cambridge SU is committed to creating an organisation in which all members and employees are respected, discrimination is not tolerated and diversity is encouraged. All members and employees will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. We welcome candidates from diverse backgrounds. We particularly welcome applications from those from Black, Asian and ethnic minority backgrounds, as they are under-represented within Cambridge SU at this level. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement, or once in post. We will do our utmost to provide formats more accessible to prospective applicants, please email us.

CAMBRIDGE SU ORGANISATIONAL CHART



Cambridge SU Board of Trustees

Cambridge SU Council (of student representatives)

Elected Officer Team

President (PG)

President (UG)

Chief Executive

Access, Education & Participation Officer (PG)

Access, Education & Participation Officer (UG)

BME Officer

Disabled Students' Officer

Welfare & Communities Officer

Women's Officer

Head of Membership Engagement (Deputy CEO)

Activities Manager

Campanys & Societies Coordinator

Democratic Support Manager

Student Rep Coordinator

Communications & Design Coordinator

Head of Advice and Welfare

Senior Advisor

Senior Advisor

Advisor

Welfare & Insight Manager

Business Development Manager

Events & Commercial Coordinator

HR and Office Manager

Front Desk Administrator

ABOUT CAMBRIDGE UNIVERSITY

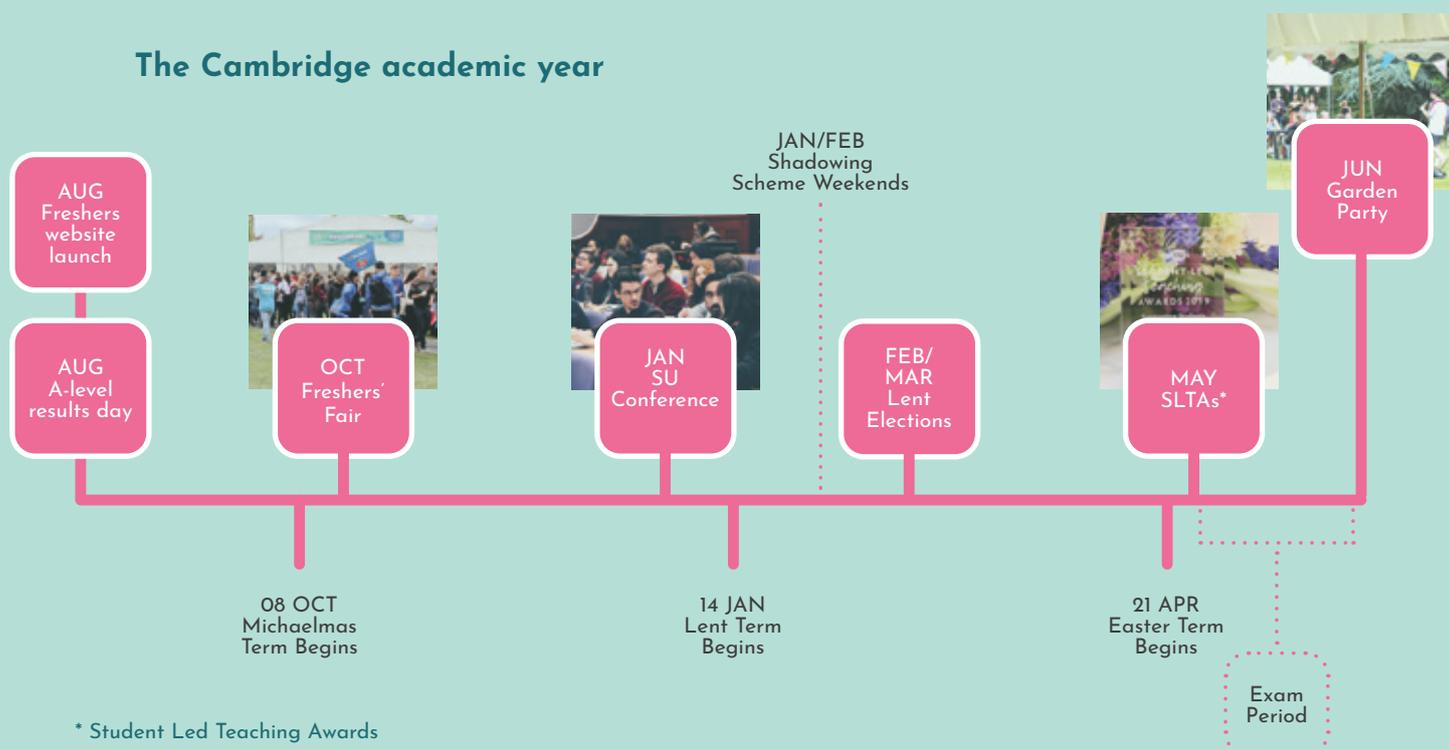
The University of Cambridge is one of the world's oldest and celebrated universities. It is widely acknowledged as a global leader in the Higher Education sphere, and consistently ranks highly among the best universities in the world for teaching, research and student outcomes.

It is a collegiate institution: there are 31 independent Colleges, each of whom share with the central University the responsibility of each students' educational experience. The mix of College and University as key agents in a student's experience is part of what makes the university model so successful.

Whilst the Union feels student representatives could be better supported, our representatives are mostly considered equals and their views taken seriously in University governance. The Union has incredible access to decision-making across the Collegiate community, representing members interests on most major committees. The University has adopted many agendas promoted by the Union in recent years, from changing assessment methods to increase flexibility for students, to committing to address sensitive cultural challenges at the institution such as sexual harassment and unconscious bias.

Key challenges for the University centre on Widening Participation efforts to increase participation from students from less traditional backgrounds, and in navigating the current funding challenges facing the Higher Education sector. For students, many wish to see a more progressive approach applied to the student experience

The Cambridge academic year



* Student Led Teaching Awards

WHO ARE CAMBRIDGE STUDENTS?

46

average hours spent per week on studies



30%

of students volunteer

CLUBS & SOCIETIES

88%

of students engage in society activity



24,629 STUDENTS



9,313

INTERNATIONAL STUDENTS
140+ COUNTRIES REPRESENTED

TYPE OF STUDY



12,680 UNDER GRAD



11,026 POST GRAD



923 CONTINUING EDUCATION

Governance

Cambridge SU has two parallel governance structures: that of its charity, headed by the Board of Trustees; and that of its members, headed by a Council of representatives. In these two regards the Union is ultimately responsible to the Charity Commission (as a charity) and the University of Cambridge (as a students' union), for which the Union reports formally to both.

The Board of Trustees consists of twelve members:

- five Sabbatical Officers chosen from among the sabbatical team, always including the two Presidents
- four non-student trustees with no direct links to the charity
- three student trustees who are appointed from the membership

Cambridge SU's council of representatives ("Student Council") is made up of elected representatives from across the collegiate university; each councillor represents a constituency, such as one of the 31 College undergraduate or postgraduate populations; a School of the University; or a group of students that make up one of Cambridge SU's Campaigns. Whilst Cambridge SU is the only central students' union at Cambridge, representing students at every college and every level of study, there are additional representative bodies within the community: each college may have a student association for undergraduate and/or graduate members; graduate students are also eligible to be members of the University and College Union, the trade union for academic staff in the UK.

SU Campaigns send representatives to the Student Council and have open invitations to Cambridge SU's College Forum and Academic Forum.

RECLAIM
THE NIGHT



We look forward to hearing from you!



www.cambridgesu.co.uk

Cambridge SU | 17 Mill Lane, Cambridge, CB2 1RX