



# DEMOCRACY COORDINATOR RECRUITMENT PACK

[www.uelunion.org](http://www.uelunion.org)



# WELCOME

Dear applicant,

Thank you for taking the time to visit our website and showing an interest in the University of East London Students' Union. This recruitment pack will provide an insight into the Union's vision, goals and future endeavours. If you require any further information, please do not hesitate to contact me or the recruiting manager.

I look forward to hearing from you.

Best wishes,

Denis Shukur  
Chief Executive Officer

UEL Students' Union  
(NB.G.01)  
University of East London  
4-6 University Way  
London  
E16 2RD

Email: [d.shukur@uel.ac.uk](mailto:d.shukur@uel.ac.uk)  
Phone: 0208 223 7025

# ABOUT US

University of East London consists of a wide range of diverse students and staff who all contribute towards the overall excellence of the establishment since 1892.

Today, the university hosts over 13,000 students studying a range of courses; law, fine arts, business, criminology, psychology, and many more. UEL's broad range of courses allow students from all over the world to pursue their interests and lead an engaging and interactive student life.

UELSU exists to provide students with a positive influence by understanding their needs: educational or otherwise. It comprises of 5 full time officers, 13 part-time positions, 11 conference delegates, and many other positions to ensure the Union's continued engagement with the students and the University.

Over the years, UELSU has hosted a number of events, both on campus and around London, in collaboration with different venues, student-led societies and departments within the University. We aim to ensure continuous student representation through constant interaction and, more importantly, by following through on our objectives.

# OUR PURPOSE & VISION

We will ensure that every UEL student has an exceptional and diverse university experience that makes them feel valued, supported and empowered to break through any barrier that stands between them and their aspirations.



## **Life Skills**

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Supporting an active programme of student led activity



## **Representation**

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Involving UEL students in all academic decision-making.



## **Championing Diversity**

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Supporting the needs of individuals and communities.



## **Sense of Belonging**

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Providing opportunities to discover and explore passions.



## **Breaking Down Barriers**

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Impacting students' everyday lives and lifelong prospects.



## **Long term Success**

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Equipping students with new skills and experiences.

# OUR VALUES

Everything we do, from our campaign to our day-to-day decision making is informed by our values.

Actively seeking out opportunities to recognise & celebrated the extraordinary diversity in our community.

**Championing  
Diversity**

**Empowering  
&  
Supportive**

Helping every student create their own positive change, and supporting their long-term empowerment.

Being open in our thoughts and ideas, transparent in our actions and respectful of alternative views.

**Transparent  
&  
Respectful**

**Democratic,  
Student-led  
&  
Accountable**

Remembering that we are accountable to each and every one of our members, and keeping their needs in focus.

Celebrating our culture, recognising achievements and reflecting the spirit of fun in the student experience.

**Togetherness  
&  
Fun**

# FURTHER INFORMATION

For more information on any available positions, please contact either;

Denis Shukur (Chief Executive Officer)

d.shukur@uel.ac.uk

Docklands: 0208 223 7025

Stratford: 0208 223 4209

Danielle Giles (Deputy Chief Executive - Membership)

d.giles@uel.ac.uk

0208 223 7025

Stratford: 0208 223 4209

If you would like a tour of the campus grounds, please notify one of the abovementioned individuals so necessary arrangements can be made.

Visit [www.uelunion.org](http://www.uelunion.org) for more contact information on sabbatical officers.

# APPLICATION PROCESS

## SUBMITTING YOUR APPLICATION

Ensure you read the information in this pack carefully before planning your application. **PLEASE NOTE: WE DO NOT ACCEPT CV's**, so you should **ONLY** send a copy of your application form.

Please submit your completed application including the Equal Opportunity Monitoring form to:

d.niccolls@uel.ac.uk

## INTERVIEWS

The Selection Panel will consist of three to four people, including elected student officers, who will ask similar questions for each candidate. The questions are intended to allow you to expand on your application and to allow interviewees the chance to elaborate why they are the best candidate for the role. It is also worth noting that;

- Panel members keep a record of their assessment of each candidate so the reasons for their decisions are clear, consistent and justifiable. You should therefore expect the Panel to be taking notes.
- You will have the opportunity to ask questions about the Union and the role you have applied for.
- If you are unable to attend the interview during the week scheduled we cannot guarantee alternative dates, but the panel will consider all requests. Please notify us well in advance if your circumstances change.

# APPLICATION PROCESS

## **DATA PROTECTION ACT 1998**

As part of our recruitment process we may collect and store sensitive personal data about you. We are required by law to obtain your consent prior to doing this. Sensitive personal data is defined by the Act as information relating to any of the following; racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and / or convictions.

In relation to recruitment procedures we store data for 12 months after the date on which it is submitted for internal auditing purposes. Any information of this nature will be treated confidentially. In relation to individuals appointed to posts, it is our policy to store data about post-holders for the length of their employment and for 7 years afterwards, for purposes of providing references.

# JOB PURPOSE & PRINCIPLE ACCOUNTABILITIES

## Job Purpose

The focus of the post holder is to ensure that governance and democratic functions in the Students' Union run smoothly and effectively. This is achieved by overseeing three key functions listed below:

- Providing administrative support for elected student representatives.
- Coordinating democratic procedures & representation systems.
- Contributing to the Governance and Student Engagement strategic and operational planning.

**Reporting to:** Student Voice and Representation Manager

## Principal Accountabilities

1. Assist with induction planning and coordinate and deliver training for elected student representatives and election candidates.
2. Create, maintain and distribute information relating to the roles of elected student representatives and election candidates and ensure they understand the UELSU's articles of association.
3. Responsible for administering and providing support provided to elected student representatives and election candidates when booking rooms, travel and accommodation to conferences.
4. Responsible for supporting election candidates including coordinating and delivering training.
5. Coordinate the induction, training & development of elected part-time officers and student councillors.
6. Responsible for advising elected student representatives and election candidates on matters including UELSU's articles of association, conducting effective meetings, and increasing involvement in democracy.
7. Coordinate and maintain a communications plan with elected student representatives and election candidates to ensure that

they are enabled to be active.

8. Responsible for briefing, debriefing and registering elected student representatives for internal and external committees.

9. To oversee the implementation of elements the UELSU's articles of association, byelaws and student set policy and have responsible for updating and translating the articles to all.

10. Service the Union's democratic functions and committees including Student Council, General Meetings, Referendums and sub-committees of the Board of Trustees.

11. To coordinate an democratic review and maintain annual reviews for systemic delivery.

12. Oversee budgets related to Students' Union elections and democratic procedures and support elected officers with budgeting, maintaining up to date and accurate records of expenditure.

13. Project Manage elections through the coordination of planning, communications, procedural resources and staff volunteers.

14. Coordinate Union staff to recruit election candidates, promote the elections and support during voting periods.

15. Responsible for keeping and disseminating minutes, records, and agendas of democratic meetings as required.

16. Responsible for the promotion of democratic events and functions.

17. Coordinate our representation at national conferences and NUS events including liaising with relevant representatives, booking travel and accommodation.

18. Liaise and negotiate with University staff and other relevant external parties to in relation to democratic functions.

19. Keep abreast of developments in Government policy and within the national student movement and provide briefings to officers and staff on request.

20. Contribute to the Membership department's strategic and operational work by planning associated tasks and events relating to democracy and student representation.

21. Provide information relating to democratic functions and campaigns for reports and meetings as required.

22. Coordinate research, data analysis and develop reports

23. To attend appropriate meetings as and when required by the Union.
24. To abide by UEL Union's Constitution, policies and procedures at all times.
25. To contribute to the positive image of the Union with students, the University and the local community.
26. To undertake other tasks and responsibilities compatible with the level and nature of the post as required by the DCEO (M) and the Student Voice and Representation Manager from time to time.
27. To carry out the above duties at all campuses and other sites as necessary.

## **Training and professional development**

UEL Union considers regular and ongoing training as essential to job satisfaction and career development. It is expected that the post-holder will be offered the opportunity to participate in training that is relevant to his/her duties and the post-holder will be expected to undertake such training as may be reasonably practicable.

# PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Education</b>	Good general education, typically to Higher/A Level standard or above		Production of appropriate certificate
<b>Knowledge</b>	Understanding of structure of students' unions and how they operate	Knowledge of student activities or charities	Interview/ Application
	Deep understanding of students, including barriers to participation in Students' Union.	Knowledge of supporting, developing and/or delivering campaigns	Interview/ Application
	Knowledge of current issues affecting students in the higher education sector		Interview/ Application
	Understanding of the role of a staff member providing political support in a professional context.		Interview/ Application
<b>Experience</b>	Proven experience of working in a democratic, political context or similar sector organisation.		Interview/ Application
	Track record of success in a democratic, political environment providing support to a multitude of stakeholders with often competing priorities.		Interview/ Application
<b>Abilities</b>	Able to express themselves well orally and in writing. Gets to the heart of the issue. Sensitive to how the message is being received.		Interview/ Application
	A willing team player that joins in when directed. Understands how to contribute and can be counted on to do their bit.		Interview/ Application
	Able to build rapport easily with others and to make themselves approachable.		Interview/ Application
	The ability to handle confidential information sensitively		
	Recognises what people need and addresses issues to solve problems for them. A willing listener who is able to demonstrate patience and understanding.		Interview/ Application
	Embraces change and is prepared to adapt style or methods as required and flexible in approach.		Interview/ Application



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**E-mail:** [uelsu@uel.ac.uk](mailto:uelsu@uel.ac.uk)

**Docklands Campus:**

UEL Students' Union (NB.G.01)  
University of East London  
4-6 University Way  
London  
E16 2RD

**Stratford Campus:**

UEL Students' Union (UH - The Dome)  
University of East London  
Water Lane  
London  
E15 4LZ

**Reception:** 0208 223 7025

**Reception:** 0208 223 4209