



# Job Description

<b>POST:</b>	Representation Assistant
<b>RESPONSIBLE TO:</b>	Representation & Impact Coordinator
<b>CONTRACT TYPE:</b>	12 months fixed term
<b>HOURS:</b>	35 hours per week, Monday to Friday, 9am to 5pm
<b>SALARY:</b>	£26,622 Gross Per Annum

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## PURPOSE OF POST

To provide administrative and practical support to the Representation & Impact Coordinator, with a primary focus on the effective running of the Class Rep system.

The post-holder will support the delivery of student representation activity by taking responsibility for administrative tasks, communications, coordination, and record keeping, enabling the Representation & Impact Coordinator to focus on strategic development, impact, and relationship management.

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## KEY RESPONSIBILITIES / MAJOR TASKS

### Class Rep System Support

- Support the recruitment of Class Reps across the College, including maintaining registration records
- Maintain up-to-date databases of Class Reps and relevant course information, mapping gaps in recruitment
- Coordinate communications with Class Reps, including emails, reminders, newsletters, and updates
- Support the organisation of Class Rep meetings, forums, and feedback sessions, including room bookings and online setup
- Assist with the administration of Class Rep training, including helping to develop training materials, recording attendance tracking, and sharing follow-up materials and reports

## **Administrative Support**

- Provide day-to-day administrative support to the Representation & Impact Coordinator
- Prepare agendas, circulate papers, and take notes for Class Rep meetings and other representation-related meetings as required
- Maintain accurate records of meetings, actions, feedback, and outcomes
- Support the collection and organisation of student feedback and evidence for reports and impact tracking

## **Events and Activities**

- Support the planning and delivery of representation events throughout the academic year
- Assist with event logistics, including bookings, catering requests, and materials preparation
- Support attendance tracking and evaluation of events and activities

## **Communications and Engagement**

- Assist with maintaining regular communication with student representatives to ensure engagement and participation
- Support the preparation and distribution of surveys, feedback forms, and consultation materials
- Help ensure feedback loops are closed by supporting updates to students on actions taken and outcomes achieved

## **Finance and Systems**

- Process bookings, purchase orders, invoices, and expenses related to representation activity, in line with ECSA procedures
- Maintain organised digital and paper filing systems for representation activity
- Support data entry and basic reporting as required

## **General Support**

- Provide practical support to Full-Time Officers and ECSA colleagues in relation to representation activity, as directed
- Undertake any other reasonable duties relevant to the post and in line with the needs of the organisation



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## PERSON SPECIFICATION

### Essential

#### Experience

- Experience of administrative or support roles
- Experience of organising meetings, events, or activities
- Experience working with students or young people

#### Skills

- Strong organisational and time-management skills
- Good written and verbal communication skills
- Ability to manage multiple tasks and meet deadlines
- Confident using Microsoft Office (Word, Excel, Outlook, Teams or similar)
- Accurate record keeping and attention to detail

#### Personal Attributes

- Student-focused and committed to improving the student experience
- Reliable, proactive, and able to work on own initiative
- Approachable and able to build positive working relationships
- Willing to work collaboratively as part of a team

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#### Desirable

- Experience in a student association, education, or third sector environment
- Minute-taking experience
- Experience supporting representative structures or volunteer roles
- Understanding of student engagement and representation

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## ADDITIONAL INFORMATION

- The post-holder will be required to work across multiple campuses, regularly attending a different campus each day
- Occasional evening or out-of-hours work may be required to support events
- The role will involve working closely with elected student officers and volunteers



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