



JOB DESCRIPTION

POST: Representation & Impact Co-ordinator

RESPONSIBLE TO: Association Director

PURPOSE OF POST

- Support the development of the student voice through ECSA
- Administer and support the Class Rep system at Edinburgh College in conjunction with Student Officers as well as relevant academic and support staff from across the institution
- Develop and deliver a range of activities to support the delivery of effective student representation at all levels of College decision making
- Support students to actively and effectively participate in regular internal and external quality processes in conjunction with relevant College staff
- Support the Full-Time Officers (FTOs) in the operational running of events and within their day to day roles
- Provide evidence-based reports for a variety of levels on the impact of the student voice in improving the student experience at Edinburgh College

MAJOR TASKS/JOB ACTIVITIES

- Take a lead on the recruitment of Class Reps at the beginning of each session, working closely with FTOs and relevant College staff
- Coordinate the calendar of activities for Class Reps to ensure ECSA is continually gathering, analysing and actioning feedback on the student experience, closing the feedback loop
- Work with Class Reps and FTOs to support the training and development of student reps who participate in college committees, working groups and projects
- Support Reps at all levels to ensure their contributions are well-evidenced through student research and deliver impact for the student voice across the college
- Create and write papers, presentations, and speeches for FTOs as required
- Act as Clerk to the Board of Trustees, liaising with members, coordinating papers, planning meetings, and taking minutes at Board meetings
- Support FTOs in gathering feedback and evidence to support campaigns and policy change relating to the student experience
- Help FTOs respond to relevant national consultation on issues affecting students
- Work with colleagues and relevant College & external staff in the running of annual elections across the College
- Engage with students and support candidates to ensure continual improvement in the overall student engagement in ECSA elections
- Provide training and support for a range of student representatives as and when required

- Produce regular and annual reports showing the impact of ECSA's work against our annual and strategic objectives
- Support the Director in the annual handover, induction, & training for new FTOs each year

OPERATIONAL ACTIVITIES

- Co-ordinate and convene meeting for all student representatives across the academic year
- Support FTOs in the implementation of their annual priority objectives, including planning, research and reporting
- Support communication to student representatives and the wider student population on ECSA activities, ensuring impact is measured and recorded
- Coordinate the recruitment of class reps, ensuring relevant registration processes are in place
- Support FTOs and ECSA colleagues in the training of Class Reps
- Develop and deliver specific training and support for student reps involved in College Committees, Working Groups, & Projects
- Support the President in the planning and Coordination of Board meetings, including booking rooms & catering as well as taking minutes
- Plan and deliver all relevant representation events throughout the academic year
- Attend relevant external events as an ambassador for ECSA
- Create and maintain positive relationships with student reps and College staff to ensure continued engagement and development of ECSA's aims
- Line manage relevant part-time student staff

FINANCE

- Process bookings, orders, invoices and similar documentation to support ECSA's activities
- Maintain financial records in line with ECSA processes & policies
- Make bookings and orders on behalf of FTOs and other representatives to support their workload

PROBLEM SOLVING AND DECISION MAKING

- Act on own initiative to organise and prioritise work load
- Determine most appropriate medium for communications
- Resolve problems in liaison with Director where relevant
- Support individual students to help resolve their problems relating to the student experience, liaising with other colleagues and relevant College staff, where required

PROVISION, ANALYSIS AND UNDERSTANDING OF INFORMATION

- Undertake research as required
- Produce documents, papers, reports and presentations

AUTONOMY AND IMPACT

- Work as part of a professional team and ensure that a genuine team spirit is adopted at all times
- Use initiative and creative input to improve the student experience by demonstrating knowledge and experience to students and adopting a "can do" and practical approach to work

ADDITIONAL INFORMATION

- The post-holder may be expected to undertake Continuing Professional Development to ensure that their skills continue to match the changing job requirements
- The post-holder will be required to undertake any other reasonable and relevant duties as required by the Association Director
- The post-holder will be expected to work across multiple campuses to meet organisational needs
- It may be necessary for the post-holder to work out of hours on occasion e.g. to cover events and extended office opening hours.
- You are encouraged to prioritise work when the students are on campus and to take your leave days during the College non-teaching weeks in October, December, February, April and in the Summer holidays.

The above outline of major tasks and activities and areas of responsibility is not exhaustive. Post holders are expected to carry out activities within their ability/experience and within the overall remit and spirit of the post.

PERSON SPECIFICATION

POST TITLE: Representation & Impact Co-ordinator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • SCQF Level 8 or equivalent in relevant subject 	<ul style="list-style-type: none"> • Degree in relevant subject or equivalent experience • Guidance or Coaching and Mentoring qualification • Mental Health First Aid qualification
Experience	<ul style="list-style-type: none"> • Research and analysis • Experience in drafting and writing documents • Creating & delivering training workshops or programmes 	<ul style="list-style-type: none"> • Working with Students and young people • Supervisory experience
Knowledge	<ul style="list-style-type: none"> • Further & Higher Education sector • Student Engagement • An understanding of what 'inclusion' and 'liberation' means 	<ul style="list-style-type: none"> • Health and Safety • Student Associations • Understanding of the current issues facing students
Skills	<ul style="list-style-type: none"> • Excellent communication skills (both written and verbal including proof reading), and the confidence to communicate with a variety of people at all levels • Proficient in the use of Microsoft Office packages • Able to work on own initiative, prioritise work appropriately and work under pressure to meet deadlines • Problem-solving and logic skills 	<ul style="list-style-type: none"> • A current driving licence • Minute-taking
Personal Attributes	<ul style="list-style-type: none"> • Student focused and committed to delivering a high quality service • Able to plan and organise to deliver results, monitor progress with tasks and ensure action taken to keep work on track • Professional and pro-active • Able & willing to work collaboratively with colleagues and relevant external stakeholders 	