

Representational Networks Assistant – Job Description

TITLE: Representational Networks Assistant

RESPONSIBLE TO: Student Engagement Manager

RESPONSIBLE FOR: N/A

CONTRACT: P/T Term time only, hourly contract

HOURS: Average of 10hrs per week, 28wks per year
This may include occasional weekend and evening work.

RATE OF PAY: £8.21

PURPOSE OF THE POST

The main purpose of the post is to support the development and running of Winchester Student Union's Representational Students Networks through focused administrative support. Representational Networks at Winchester Student Union are student-led groups which have an increased focus on advocating equality, diversity and accessibility within specific underrepresented student groups to directly improve the experience of students from the background they represent.

These Representational Networks currently include:

- Commuting Students Network
- Mature & Part-Time Students Network
- Afro Caribbean Students Network
- Islamic Students Network
- International Students Network
- Spectrum Students Network (LBGTQPIA+)

Representational Networks are student-led and run in much the same way as a society is run, working to provide a welcoming and safe space for students who self-identify as belonging to an underrepresented group to meet each other and socialise whilst at university; running events and developing campaigns to ensure that all students are able to engage and develop at Winchester.

In the first year of this role, specific attention will be given to the running and upkeep of the Commuting, Mature & Part-Time Students Lounge: a space designed to ensure commuting, mature and part-time students are able to engage in the academic and social aspects of university life.

DUTIES

A: Representational Networks Support

- Winchester Student Union are committed to the continuing development of active, effective and autonomous student demographic representation. The

Representational Networks Assistant will liaise with the University, Student Engagement Manager and Executive Officers on the support of Representational Networks.

- Support all Representational Networks in gaining and growing in membership; utilizing the Union's website and social media accounts (alongside the necessary staff members) where appropriate.
- Ensure all Representational Networks are supported in promoting themselves and their activity as well as organizing various social and developmental events throughout the year.
- Work alongside Sabbatical Officers and Representational Network Committees to support the development and implementation of representational based campaigns.
- Liaise regularly with Representational Network Committees to ensure they are aware and have access to the necessary resources to work effectively.
- Maintain an up to date record of all Representational Network activity and its membership, ensuring the Union is actively celebrating their successes.

B. Commuting, Mature & Part-Time Students Lounge

- Ensure that all necessary members of the Commuting Students Network and Mature & Part-Time Students Network have swipe card access to the Lounge. Liaising with the Vice President, Activities, Sports & Societies Coordinator, Student Engagement Manager and UoW Security.
- Support and work alongside the committee members responsible for the Lounge to ensure items are replenished and kept stocked throughout the academic year.
- Ensure all maintenance requests and highlighted issues are dealt with and brought to the attention of necessary staff members, taking time to regularly check the Lounge for any issues which may not have been risen.

C. General

All Student Union staff are expected to work within the ethos of the SU and strive to achieve the following:

1. To work at all times within relevant legislation as well as the structures, policies and procedures of the SU.
2. To work co-operatively with other SU staff and officers, as well as relevant external organisations.
3. To adhere to the highest standards, especially of customer service and safety.
4. To seek to continually develop and improve SU facilities and services.

5. To keep up-to-date with sector developments, local competition and students views/needs, where necessary undertaking market research to generate such information.
6. To undertake the necessary training and to attend meetings.
7. To promote a positive and professional image of Winchester Student Union to its members, customers, stakeholders and other external people.
8. To positively contribute to the organizations ethical & environmental ethos.
9. To perform any other reasonable duties as requested by your line manager.