

Governance and Communications Coordinator

Salary: Grade 5: (£22,847 - £26,341) + £3,875 London Allowance

Direct Report: CEO and Co-President Democracy and Education

Hours: 37.5 per week

Works With: Co-President Democracy & Education, Executive Officers and Trustees, Representation & Research Co-ordinator, Student Activities and Events Co-ordinator.

Responsibilities

The Governance and Communications Co-ordinator will assist the Co-President Democracy and Education in coordinating the Union's democratic procedures and policy cycle. The role also supports sabbatical officers in fulfilling their remit and enabling the Union to effectively respond to and deliver the will of its membership as expressed through the policy processes from Board of Trustees, Union Forums, Committees and democratic events. The role has day-to-day editorial control over the Union's social media and will work on behalf of the elected officers to ensure the best communication between the Union and its members.

Ideal candidate

This role requires passion and enthusiasm for working in a democratic, member-led environment, highly developed political sensitivity and diplomacy, and a proven track record in providing administrative support to committees and volunteers to a high standard. You will also have excellent written English skills, an eye for design and a professional approach, persistent self-motivation and have a sense of humour. The candidate will have some experience of students' unions or similar member-led organisations and will understand the importance of servicing democratic structures.

The candidate will work with the CEO to lead the development of the organisation's communications strategy and manage its delivery. The preferred candidate will have expert knowledge of social media and the online community and have experience of working with integrated social media programmes. Knowledge of online advertising and search engine optimisation would be desirable.

At the heart of the role will be your ability to design, write and to convey messages clearly, concisely and accurately, both in minute taking and in communications. You will understand the requirements of a small but extremely active union such as SOAS SU, and you will have a range of interpersonal skills that you will use to influence and liaise with a vast range of people both internally and externally.

To apply for this role please send a CV and Covering Letter, which details how you meet the person specification to su@soas.ac.uk by 14:00 on Wednesday 20th July 2022. Please make it clear in the subject line the role you are applying for. SOAS Students' Union values diversity and aims to be an equal opportunities employer.

Job Description

Governance

1. Be the lead staff members responsible for SU Elections; organising, running, generating engagement, and supporting candidates in annual elections.
2. Ensure the SU is remaining transparent to our members by maintaining an accessible and well-structured online policy storage system.
3. Be the main point of contact for questions regarding the SU Constitution, supporting Trustees, SU Officers and students with queries.
4. Act as secretary to the SU Executive Committee and Trustee Board, preparing papers, minuting meetings and providing in meeting support as required.
- 5: To support the Activities and Events Co-ordinator in the delivery of clubs and societies elections.

Communications.

6. Be responsible for the social media activity of SOAS SU, posting content across Facebook, Instagram, Twitter and other platforms as required by the Union.
7. Be the main point of contact responsible for the SU website;
 - 7.1. Editing front facing content such as news, events, and webpages
 - 7.2. Editing back-end content such as student data
8. Create and send emails to the student body on behalf of SOAS SU
9. Create comms plans surrounding large SU activities (e.g., Freshers Fortnight, Elections) utilising these channels, liaising with SOAS' Comms Team to ensure a joined-up approach
10. Work with an external designer to support the creation of Freshers collateral annually.
11. Train staff and SU officers in comms best practice, ensuring the SU is communicating effectively with our members.
12. Create visual assets for SOAS SU as required (posters, flyers, social media graphics)

General

- 19: To assist in the running of annual Sabbatical training, Trustee Training and other student training session on governance, communications and any other areas of expertise.
- 20: To assist sabbaticals in office management, ensuring the office runs efficiently for the best outcomes for the Union's members.
- 21: Assist with any reasonable tasks as required by the Union Sabbaticals and the CEO.

PERSON SPECIFICATION

(E= Essential, D=Desirable)

Knowledge & Experience

Experience of:

- working in a democratic, member-led environment **D**
- providing administrative support to committees to a high standard **E**
- delivering training **E**
- experience of students' unions or similar member-led organisations **E**
- Providing compelling content and engaging audiences **E**

Knowledge of:

- Students' union processes **E**
- Democratic processes and procedures **D**
- Software related to design **D**
- Social media platforms and best practices **E**

Skills

- Training and facilitation of people **D**
- Working in an inclusive, accessible and empowering way with young people **E**
- Good interpersonal skills with confidence in presenting **E**
- Strong organisational skills and the ability to work to deadlines **E**
- Stakeholder management and relationship building **D**
- Planning and project management **D**
- excellent written English skills **E**
- Confident competency in IT **E**

Personal Qualities

- A commitment to working in a student-led environment **E**
- A commitment to working in an organisation that prioritises social justice **E**
- highly developed political sensitivity and diplomacy **E**
- A belief that students' unions can be a vehicle for change **E**