

We are recruiting an...

Advice and Representation Project Manager

to join our team and help us reimagine our Student's Union.



NUA SU

**Application
Deadline:**

8TH MAY

Key Areas of Responsibility:

Leading the SU's advice provision
Leading on the SU's representation work

Supporting the democratic functions of the SU

Salary: £26,444

(Grade 5 Norwich University of the Arts pay spine)

Term: Permanent

Location: Norwich, UK

Primarily on site
Occasional working from home possible

About NUASU

Norwich University of the Arts Students' Union (NUASU) is committed to enhancing the student experience at Norwich University of the Arts, through adopting a human focused approach and channelling the creativity and diversity of our student body in all our work. We aim to empower and liberate all students through our advice and voice work, while also providing opportunities for students to find real and impactful community thus enriching their time at university.

The Union is currently in the process of becoming an incorporated charity, however we operate as if we are already one to not hinder our pledge to champion the student voice and prioritise student needs.

The 2022 - 23 academic year saw a significant amount of development work, which resulted in a **412% increase to our block grant over a period of two years**. It also saw the appointment of an Advisory Board, the first in the Union's history. The Advisory Board is currently made of five external advisors, who support the elected officers in navigating the sector and their work. Their current primary function is to oversee and advise on the transformation of the Union. There are currently plans to invite student representatives to the Advisory Board.

We currently have a very small full time team, with **two officers and two members of support staff**. By the end of 2024 - 25, we aim to have **two elected officers and five members of support staff**.

Aside from the full time team, the Union has six liberation officers; there are plans to expand this so the Union can be more representative. The Union also has an academic representation scheme through Student Reps, on which we work closely with the University.

The nature of the SU has generated a culture in which the Union is strongly officer driven. This is something we take great pride in, and want to ensure we maintain with the development work and expansion of the team.

NUA SU is governed by it's Steering Committee - this is populated by student volunteers. The recent development of the Advisory Board will enable the Steering Committee to truly empower the student voice.

Role Overview

NUASU is looking for someone who matches our values; wants to develop their skills; and understands the importance of putting students at the centre of the services we provide. Norwich University of the Arts Students' Union is at the beginning of an exciting development journey with this role being key part as we move to a model where career staff develop and deliver the specialist services of the SU.

The post will provide lead support to our President of Education and Representation as well as managing and delivering our advice service, and voice and representation work. A key part of this role will be to lead on the delivery of the SU's democratic functions, including our Full Time and Part Time Officer elections. The role will work closely with the SU's Managing Director to collaboratively build and maintain an excellent service to our members, as well as work closely with colleagues in the University's Quality Team.

We are proudly a developmental organisation and expect this post to be filled by someone who comes to us not fully formed but with a strong desire to grow in the role. You might be a full or part time officer at a Students' Union; already in a career staff role at an SU or from another sector entirely. We are much more interested in your values and work ethic than we are your experience and would encourage applications from anyone who thinks that we're an organisation that speaks to them.

The Role

Job Title: Advice and Representation Project Manager

Salary: £26,444 per annum (Grade 5)

Contract Type: Permanent

Hours: 35 hours per week

Working Arrangements: Your main place of work will be on the Norwich University of the Arts Campus, for which the contact address is 3-7 Redwell Street, Norwich. We positively encourage suggestions and requests for flexible and hybrid working.

Responsible to:

Managing Director

Responsible for:

Student Staff in the Advice and Representation Team

Key Responsibilities

Management of Advice Services:

- Look after the day-to-day operations of NUASU's advice services, including drop-in sessions, appointments, and online support channels.
- Ensure that our advice services are inclusive, accessible, responsive, and tailored to meet the diverse needs of our student community.
- Run campaigns and develop strategies to raise awareness of our advice services and encourage students to engage.

Representation Initiatives:

- Lead on representation initiatives aiming to amplify student voices.
- Work closely with elected student reps and academic staff to advocate for positive change on issues affecting students' academic and non-academic experiences.
- Organise campaigns, events, and forums to facilitate conversation and collaboration between students, staff, and stakeholders.

Democratic Functions

- Provides administrative support for the SU's steering committee
- Project manages all of our elections for our elected officers and reps

Key Responsibilities

Team Leadership and Development:

- Manage the workload of a Student Staff member working in your department with an emphasis on developing their skills and competencies.
- Foster a positive and inclusive team culture that prioritises collaboration, innovation, and student-centeredness.

Policy and Compliance:

- Stay informed about relevant legislation, policies, and best practices related to student welfare, representation, and advocacy.
- Ensure that NUASU's advice services and representation initiatives comply with legal and regulatory requirements, as well as institutional policies.

Partnership and Stakeholder Engagement:

- Build and maintain effective partnerships with university departments, student organisations, community agencies, and other stakeholders.
- Collaborate with external partners to expand the range of support services available to NUA students and enhance their overall well-being.

NUA
SU

The Person Spec

Qualifications

- Evidence of a commitment to ongoing learning and development

Knowledge, Expertise and Talents

- Ability to meet people where they are and demonstrate emotional intelligence when interacting with people
- An understanding of the student movement or education (HE, FE, Apprenticeships or Schools).
- Able to build strong understanding of governing documents and support interpretation and analysis.
- Outstanding organisational skills and able to manage competing priorities.
- Attention to detail.
- Written and verbal communication skills
- Able to establish positive working relationships and networks.
- Strong IT skills including using Microsoft Office and a range of digital technologies and media platforms.
- Able to work effectively in a team.
- Able to bring creative approaches to problem solving
- Strong project / campaign planning and management skills
- Expertise in explaining difficult or hard to understand ideas and processes

Values & Behaviours

- A demonstrable commitment to our organisation's values.
- Strong commitment to, and understanding of the principles of liberation equity, diversity and inclusion.
- Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders.

Imposter Syndrome

Impostor Syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative, or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect marginalised groups.

If you think you could make a difference in this role but are unsure of anything about it why not arrange an informal conversation and we'll help you decide whether you'd like to apply. To do this email our Managing Director, Arran Cottam, on a.cottam@norwichuni.ac.uk

The Application

Interested candidates should fill out the application form for the role which can be found here: <https://www.nuasu.co.uk/adviceandrepmm>. The application asks for some details about you and asks you to answer 6 questions. In the application form we have left space for you to write your answer or alternatively link to an alternative way of answering the questions. This could be a video, a drawing, a slide in a presentation or anything that suits your communication style. One of our values is being creatively centred and we want to open the door to people applying for this role in a way that shows their authentic selves.

Once your form is complete, please email it to studentsunion@norwichuni.ac.uk along with your CV

The deadline to apply is **9am Wednesday 8th May 2024**

Shortlisted candidates will be invited to interview that will take place **at Norwich University of the Arts Students' Union on Thursday 16th May**. The interview will consist of a short presentation followed some questions from a panel. Questions will be shared with shortlisted candidates before the interview

If you would find a conversation about the role useful or you have any questions about the role you can reach out to our Managing Director, Arran (a.cottam@norwichuni.ac.uk), to book in a teams or phone call.