



University College Birmingham
Guild of Students

JOIN THE TEAM

Student Voice Coordinator

Leading with Purpose, Enriching Lives

As a Guild, we're inspired by the opportunity to work with a diverse student community, and we take great strides to ensure that every individual can achieve their potential. We recognise and value the unique perspectives and talents that each individual brings to our organisation and are committed to creating an inclusive environment where everyone feels welcomed, respected, and valued.

We actively encourage candidates from diverse backgrounds to apply for positions within the Guild. We believe that a diverse workforce enriches our work culture, makes us more representative of our members, and ultimately helps us to achieve our goals more effectively. We welcome candidates who share our passion for fostering an inclusive community.

The Guild is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

Thank you so much for your interest in joining us

Just a few years ago, the Guild was a new charity with one staff member and one sabbatical Officer. In five years, we've grown from a basement under the stairs to become the biggest hub of student life and authentic voice of students across University College Birmingham.

It's a time of exciting change for the Guild. In 2024, we received NUS' Quality Students' Unions accreditation in recognition of our work so far. Now, with a growing staff team, increasing student participation, and ambitious plans to develop our services, the Student Voice Coordinator will play a key role in our next steps. A key highlight of this role will be working with over 300 Course Reps at UCB and having the support to grow both the programme as well as the Guild's overall support for student leaders.

This is a great time to join a dynamic, values-driven Students' Union in a modern University with huge determination to be amongst the best. We're looking for someone committed to enriching the lives of our diverse student community, and forward thinking in their approach. As a small SU, we're a close-knit team with broad responsibilities and an agile approach, so we want this to be a role where you develop, take initiative, and make an impact you can be proud of.

We're truly passionate about our mission and the impact that the Guild will make. If you could be a part of what we're making, we'd love to meet you!



A handwritten signature in black ink that reads "Alex HW". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Alex Harden-Way
Guild Director

About Us

University College Birmingham is a special place: we bake cakes and build businesses, we're make up artists and mixologists. Like the Jewellery Quarter where we're rooted, we take the raw materials of our city and turn them into something incredible.

It's a team effort. Staff and students, working and learning together. That's where the Guild comes in. Our professional staff team work to provide students with the skills, tools and hype, but really – it's all about them. The heart of the Guild is the hundreds of students who volunteer their time every week to run societies, represent their coursemates and form communities that shape the world around them.

The Guild exists to build a vibrant, inclusive and welcoming home for every UCB student so they can lead the way together, and forge a better future.



OUR MISSION

Together, we forge a better future for all through strong student communities

OUR VISION

To build a vibrant, inclusive and welcoming home for every student, so UCB students leave at their personal best

OUR VALUES

*** We are ambitious * We move forward together * We are excited * We are kind and caring * We are dependable ***

How We're Run

The Guild is run by students, for students. Every year, students elect their Executive Officer Team for the next academic year. Three officers take a sabbatical year from their studies to work for the Guild full time. Together, they lead the political and campaigning side of our work, represent students to the University, and ensure our priorities are aligned to students' needs.



Dominika

EDUCATION



Kunal

EQUALITIES

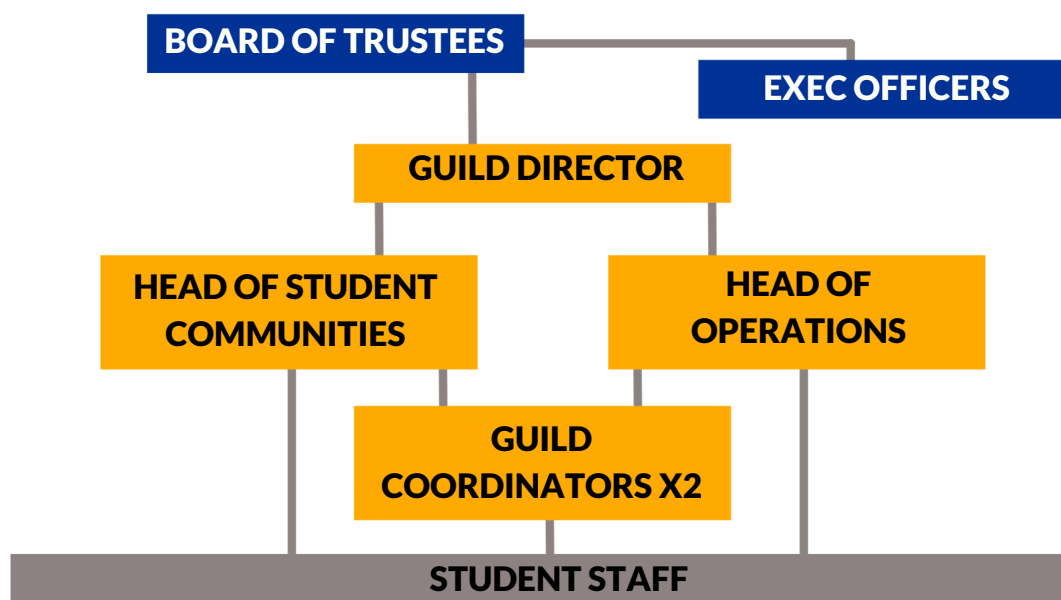


Saroj

**SOCIETIES &
ACTIVITIES**

Our Structure

Supporting the 3 Officers is a small but growing team of five staff who provide the logistical support and service delivery to help Officers achieve their potential and ensure the smooth-running of the Guild. We are overseen by a Board of Trustees to ensure we deliver on our commitments in the long term.



The Role

STUDENT VOICE COORDINATOR

Job Title	Student Voice Coordinator
Department	Operations
Rate of Pay	£23,400 - £24,863 initially, with performance-related pay progression up to £28,018/year. <i>(Please note: payscales are scheduled for review in November 2024 and may increase)</i>
Report to	Head of Operations
Contract	Permanent, subject to 6 months' probationary period
Closing date for applications	4pm, Friday 25th October 2024
Interview Date	On or around Friday 1st November 2024

PURPOSE

To develop and support an active and engaged student voice at UCB, ensuring feedback mechanisms are accessible, actioned, and that students are aware of the changes they create.

PERSON SPECIFICATION

Please review the person specification available at:
ucbguild.co.uk

More info & adjustments

For general information about the role, please contact Mike on mike@ucbguild.co.uk.

To discuss the interview and appointment process, including any adjustments that may help you achieve your potential, please contact Alex (Guild Director) on alex@ucbguild.co.uk and we'll be happy to help.

How to apply

To apply, please complete the application form available from <https://ucbguild.co.uk/our-story/working-with-us/>

Applications must be submitted to guild.recruitment@ucb.ac.uk by 4pm on Friday 25th October 2024.



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