

Job Description

Academic Representation Coordinator (Chelmsford)

Reporting to: Campus Manager (Chelmsford)

Responsible for: No direct line management responsibility

Salary: Band 2 (currently £25,695.46)

Hours of Work: 35 hours per week

Location: This role is based on the Chelmsford campus. Travel between the campuses will be required at times.

Department: Student Leadership and Communities Directorate

Purpose of the job

Support and develop effective academic representation systems, ensuring student voices are influential in shaping their academic experience.

What you will be doing

- Facilitate elections and training of Course, Faculty, and other Academic Representatives as appropriate for Chelmsford campus.
- Empower student representatives to effectively advocate and drive educational improvements.
- Identify and address barriers affecting student representation and participation.
- Support representatives in raising and resolving academic-related student issues.
- Work directly with students to plan and deliver relevant events and initiatives within the area of responsibility.
- Foster relationships between students, faculty members, and academic departments to support constructive dialogue and collaboration.
- Build effective relationships with university academic departments, administrative staff, and student leaders.
- Collaborate across campuses to ensure consistent and adaptable academic representation practices.
- Work closely with the Societies Coordinator to utilise academic societies as effective platforms for student representation.
- Take proactive ownership of the assigned campus, ensuring effective engagement and support for campus-wide activities.
- Actively participate in delivering key campus events including Elections and Welcome Week.
- Encourage representative innovation, supporting student-centred improvements in academic representation.

Criteria	Essential	Desirable	How Identified
Education/Qualifications			
Minimum G.C.S.E. or Level 2 equivalent English and Maths	✓		E
Degree		✓	E
Knowledge & Experience			
Experience of working in a similar role in a membership organisation		✓	A/I
Knowledge of the issues affecting students in higher education	✓		A/I
Knowledge of diverse student groups within higher education such as degree apprentices, distance learners and foundation students		✓	A/I
Building relationships with a diverse range of personnel and stakeholders	✓		A/I
Coordinating (planning, implementation and evaluation) of campaigns and / or projects		✓	A/I
Designing and delivering training, development and / or mentorship programmes	✓		A/I
Experience of formal committees and meetings		✓	A/I
Skills & Abilities			
Computer literacy and keyboard skills (Microsoft Office, Teams, Sharepoint)	✓		A
Ability to coordinate events		✓	A/I
Excellent communication skills both written and oral	✓		A/I
Time management and prioritising skills	✓		A/I
Personal Qualities			
Patience, enthusiasm, ability to motivate others	✓		A/I
Commitment to working in a student led environment	✓		A/I
Flexible and adaptable approach to work and working hours	✓		A/I
Customer focused with the ability to work with a range of people	✓		A/I
Other			
Understanding of and commitment to the principles of equal opportunities	✓		A/I
A desire for self-development and willingness to engage in training opportunities	✓		A/I
Ability to travel independently to other locations when required	✓		A/I
E: Evidence, A: Application, I: Interview			