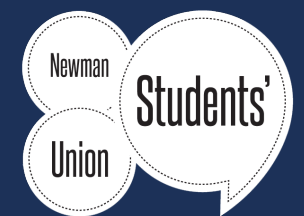




# STUDENT VOICE & REPRESENTATION CO-ORDINATOR

Recruitment Pack



# Welcome to Newman Students' Union.

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**Thank you for your interest in Newman Students' Union and working within our Student Voice Team.** At Newman, student voice is at the heart of everything we do, and we are delighted to be expanding our Student Voice Team with two new roles, Student Voice & Communities Co-ordinator and Student Voice & Representation Co-ordinator.

Following a period of transformation, both the student body and the University now recognise the Students' Union as a vital centre of community at Birmingham Newman University. With strong momentum behind us, the future is particularly bright, and we would be delighted for you to be part of it.

The Voice Team currently delivers an independent advice service, supports over 30 student-led societies and runs a comprehensive course representation system. The team works closely with Student Officers to deliver campaigns, initiatives and manifesto pledges. As we continue to grow, we are focusing on strengthening partnerships across the University and externally, with the Voice Team playing a pivotal role in this.

We are looking for creative and enthusiastic individuals who can bring fresh ideas, new ways of working and a genuine desire to build a career within Students' Unions. Working closely with the wider team and the Union Director, you will have the opportunity to shape this role and deliver meaningful impact in a supportive and enjoyable environment.

In your application, let your experience, passion and enthusiasm shine through. Working at Newman Students' Union is incredibly rewarding, and we look forward to seeing what you can achieve—both individually and as part of the team. Please feel free to get in touch if you would like to discuss the role, the Students' Union, or if you require any support during the recruitment process.

Good luck with your application!

**Robin Pitt**

**Union Director**

# About us.

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**At Newman Students' Union, our mission is simple: to empower you to use your voice and find your place now and for the future.** We exist to make sure every Newman student is heard, supported, and inspired to make a positive impact.

Most of our funding comes from a block grant from the University, and we report each year on the difference we make. As a registered charity, we're also accountable to the Education Act and the Charity Commission, submitting annual reports and accounts.

Our work is guided by a Board of Trustees made up of five external members (including one from University staff), two students, two Officer Trustees, and the Union Chair, a part-time Officer elected by students.

Every Newman student is automatically a member of the Union, and we're committed to representing our diverse community. We know there's still work to do to make sure every student feels seen and supported, and we're making real progress through our culture, policies, and approach.

In 2023/24 we carried out a major Strategic Review, shaping our new 2024-27 Strategy and strengthening our governance for the years ahead.

We offer a wide range of services: from independent advice and academic representation to student groups and social activities. Our impact is recognised nationally: we've been voted No.1 Students' Union in the Midlands and 3rd in the UK in the National Student Survey, as well as No.1 in the West Midlands at the WhatUni Student Choice Awards in 2025.



# About the University.

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**Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views.**

Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be the leading university in inclusive education for the graduate workforce of tomorrow. Our values provide the foundation for a diverse and vibrant academic community.

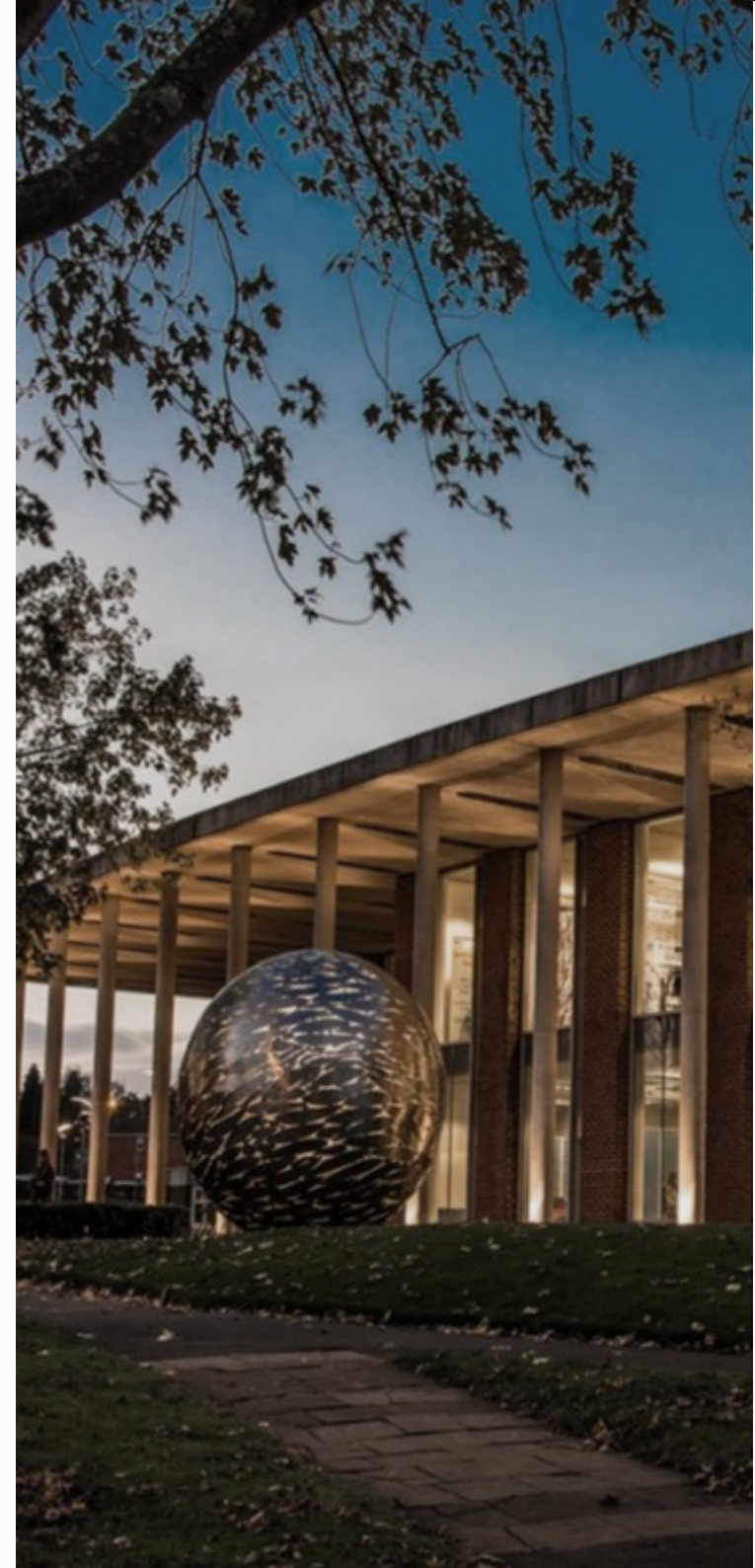
At the heart of this is our commitment to a values-driven, high-quality university education. We aim to nurture curiosity, confidence, and capability in every learner, ensuring that they graduate with more than knowledge—they leave with the skills and resilience to thrive in a changing world.

Today, Birmingham Newman is home to students, staff, researchers, and partners working together to shape a better future. Collaboration and support sit at the heart of our university, ensuring that everyone has the opportunity to grow, belong, and contribute to something meaningful.

Our close-knit community of staff and students enables us to build genuine connections, offer personalised support, and create a culture where people are seen and valued. This sense of belonging extends beyond the classroom, shaping an environment where students, colleagues, and our wider community can work together to make a real impact.

We are deeply connected to our local and global networks. Through strong partnerships with employers, organisations, and research initiatives, we ensure our teaching and research are relevant, innovative, and responsive to real-world needs.

As a result, our graduates and staff alike contribute with confidence, skills, and purpose – making a difference not only in their own lives, but in their communities, professions, and the wider world.



# How we are run.

Following our 2023/24 Strategic and Governance Review, we've introduced a refreshed governance structure that puts students firmly at the heart of everything we do. Central to this is a new Student Council, a broader range of part-time Officer roles, and two Student Council sub-committees focused on delivering our four strategic pillars: **Voice, Support, Community, and Wellbeing**.

## Trustee Board

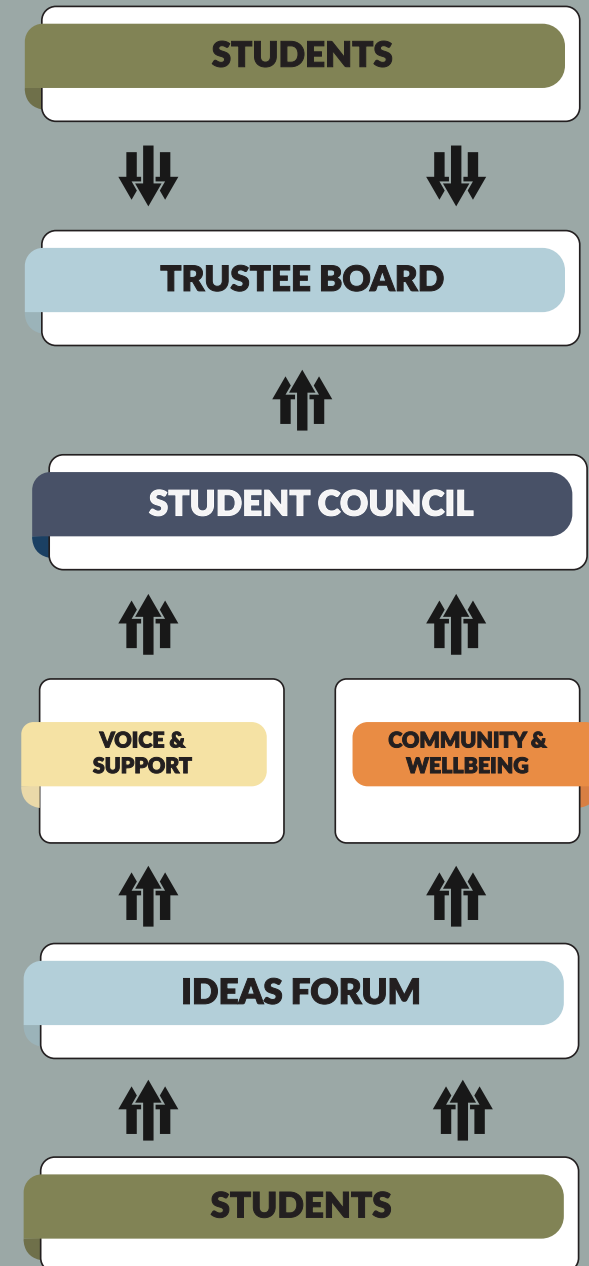
The Trustee Board is responsible for directing the work of Newman Students' Union in the long term. The Board oversees our strategic plan and ensures that we are well run as a charity, including financial and legal security. Our Board is made up of a mixture of our 2 Officer Trustees, 2 Student Trustees, the Union Chair, a University Trustee and 4 Lay Trustees, who bring experience and knowledge from outside of the University. The Board is Co-Chaired by the Union President and the Lay Co-Chair. The Lay Co-Chair is also responsible for line management of the Union Director.

## Officer Trustees

Each year, two students are elected by the student body to serve as President and Vice-President for a one-year term, either following completion of their studies or during an approved sabbatical year. They are elected to lead the Students' Union and to represent student views to the University, particularly in matters relating to the student experience. Both Officers serve as members of the Trustee Board, with the President acting as Co-Chair. Each Officer leads one of the two sub-committees of Council and oversees the work of the Part-Time Officers assigned to their respective committees.

## Student Council

Our Student Council is 'the Parliament' of the Newman student body. Any student member is able to attend meetings, put forward agenda items, and debate the issues of the meeting. The full voting members of council are the 10 Part -Time Officers, 8 School Representatives and the 2 Officer Trustees. Student Council is chaired by the Union Chair, who is also a Trustee. Our Student Council helps to ensure that students remain at the centre of our work and can drive our policy and campaigning agenda. Student



# How we are run.

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Council has two Sub-Committees - Voice & Support and Community & Welfare, who deal with operational delivery of Council motions and priorities.

## Governing Documents

Following the Governance Review in 2023/24, a new constitution and set of Bye-Laws was passed by University Council in the summer of 2024, setting out fundamental principles such as our charitable nature, membership and leadership structure. You can read more about our Constitution and Bye Laws [here](#).

## Finances

As a registered charity, the Students' Union operates on a not-for-profit basis, reinvesting all income into services and opportunities that benefit students. The Union's annual turnover is just over £230,000, the majority of which is derived from an annual block grant provided by the University. This is supplemented by modest income from events and a small social enterprise offer.

For 2026/27, the Students' Union has further strengthened its relationship with the University and has secured a substantial increase in block grant funding. This investment will enable the Union to expand its permanent staff team and allocate significant additional resources directly to student-led activities and opportunities.

Day-to-day financial management is delegated to the Union Director, with accounting and financial services delivered through a partnership with Durham University Students' Union.



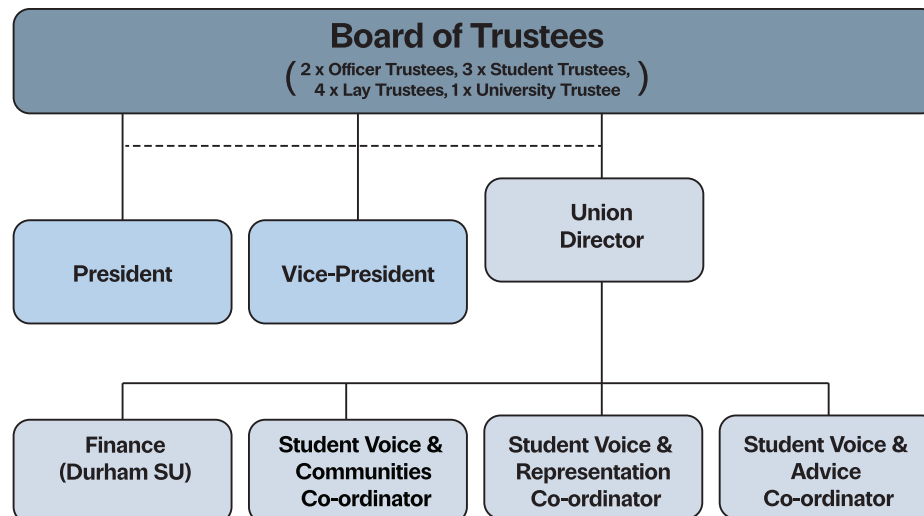
# How we are run.

## Our Staff team

Newman Students' Union operates with a small staff team comprising the Union Director, Student Voice & Advice Co-ordinator, Student Voice & Representation Co-ordinator and Student Voice & Communities Co-ordinator. The Trustee Board delegates responsibility for the day-to-day management of the organisation and delivery of its strategic objectives to the Union Director, who is line-managed by the Lay Co-Chair of the Board.

The staff team delivers the Union's operational services and supports the elected Officers in carrying out their duties and achieving their manifesto commitments. The Union Director also serves as a key link between the Students' Union and the University, sitting as a member of the University Management Team. Collectively, the staff provide the stability and continuity necessary for the Union's ongoing development and success.

The Staff Team structure is shown below:



# Strategy 2024-27.

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## Our Vision

Empower you to use your voice and find your place now and for the future.

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## Our Mission

We exist to ensure students have every opportunity to grow and excel at Birmingham Newman University by:

- Using our influence to ensure that the Student Experience you expect and deserve is the one that you receive. Campaigning on the issues that you care about on and off campus, in and out of your studies. Making sure your voice is heard and acted upon.
  - Providing a welcoming environment for students to share their lives at Newman, no matter what that looks like and offering the support to make the best of that journey.
  - Enabling and supporting activities, events and initiatives that help you find your place in a vibrant, inclusive and diverse community.
  - Providing space and opportunities for you to explore new interests, hobbies, cultures and experiences to enhance and maintain your wellbeing during your time at Newman and develop skills for the future.
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## Our Values

➤ Inclusive   ➤ Ethical   ➤ Independent   ➤ Agile   ➤ Quality   ➤ Sustainable

To read or download our Strategy 2024-27 please click [here](#).



## Strategic Review 2023/24

The Union entered its Strategic Review process in October 2023. This process followed a period of transition following completion of the previous strategy. This period of transition was necessary to lay some of the foundation blocks in the Organisation's finances, staffing and operational policies that had previously been missing.

Keeping students at the very centre of our planning, we entered into the broadest insight project undertaken in the Union's history. The results gathered have directly influenced our direction for the next 3 years.

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## WE SPOKE TO OVER

# 14%

## OF NEWMAN STUDENTS

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# About the role.

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**Job Title:** Student Voice & Representation Co-ordinator

## **Role Summary**

As a key member of the Student Voice Department of Newman Students' Union, the role holder will work collaboratively with Student Officers, Trustees and Academic Representatives to ensure the smooth operation of the Union's governance and academic representation framework.

This will include providing support to the democratic committees of the Union and playing a key role in election processes. Guided by this work, alongside the Union Director and President, the postholder will ensure the student voice is at the heart of decision making in the Union and is heard and listened to in all areas of life at Newman.

Working as a team with the Student Voice & Advice Co-ordinator and Student Voice & Communities Co-ordinator, the postholder will have the opportunity to shape the work of the department and deliver timely and meaningful campaigns and initiatives that have a positive impact on student experience.

## **Core Responsibilities**

- To provide front line support to the committees of Newman Students' Union. Providing administrative support, advice on attendance and reporting to meetings, alongside supporting the Union Director and relevant committee chair in ensuring good governance in the workings of the Union.
- To co-ordinate the Union's academic representation system, ensuring Course and School reps are recruited, trained, supported and enabled to advocate change within their student-staff consultative committees (SSCCs), while ensuring data is recorded and interpreted to inform the Student Council in their decision making. This will include administration of the online 'YourSay' feedback platform.
- To be the lead staff member responsible for the administration and organisation of Union election processes throughout the year, supporting the Deputy Returning Officer to oversee the elections process.

# About the role.

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- To collaborate with Officers and Staff to develop and deliver a programme of campaigns to support and enhance the student experience at Newman.

## Specific Duties

- To manage the Academic Rep System ensuring students are recruited, trained and prepared for SSCCs.
- To monitor the database of Academic Reps and work with University colleagues to ensure that active reps are aligned to every course.
- To ensure that the Student Council are prepared for, and knowledgeable on the issues raised within student voice by providing high quality and evidenced reports.
- To work with the University and Student Officers to promote the completion of the NSS survey annually.
- To work with the Union Director and President to collect data and draft the student submission for TEF and other submissions as required e.g. Access and Participation Plan submissions.
- To collaborate with the University Quality Office to recruit, train and manage a student panel to broaden student representation on University committees (e.g. Equality & Diversity, Student Experience).
- To act as clerk and provide support to the Student Council, Trustee Board and Annual General Meeting; distributing papers, arranging meetings and taking notes.
- To work with the Union Director to co-ordinate annual training programmes for Officers.
- To co-ordinate the administration, planning and delivery of the annual SU Leadership Elections and additional elections or appointments to committees throughout the year.
- To promote the positive impact that engaging in the Union's democratic processes and procedures has for our members.
- To develop an excellent understanding of the Union's democratic and governance documents, policies and procedures.
- To work collaboratively with the Union Director to ensure all policies of the Union are maintained, reviewed and up to date.
- To ensure the accurate recording and reporting of student involvement within our academic representation system, democratic processes, and procedures.
- To be the lead member of staff operating the 'YourSay' online platform.

# About the role.

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## Development

- To work with the Student Voice Team to truly embed the department in the life of Birmingham Newman University students lives.
- Where applicable to assist the Union Director in reviewing and developing policies and procedures to improve the governance of Newman Students' Union; striving to make our governance transparent and accessible to all students at Newman.

## Stakeholders

- To ensure that relationships are built with key academic staff within the Schools for the purpose of supporting the Union's student voice provisions.
- To ensure that Academic Reps are familiar with the SU, Team and Officers and are confident to engage with the SU outside of SSCCs.
- To build relationships with key SSCC staff within the Schools to ensure that data can be collected accurately and effectively.
- Support, champion and role-model a high-performing, inclusive culture across Newman Students' Union.
- To ensure that any changes or progress made within the Newman community as a result of student voice is clearly communicated with all key stakeholders including students and the university.

## Risk & Compliance

- Help ensure all administrative work is fully compliant with Newman Students' Union and relevant Newman University policy, legislation including Education Act, within our insurance policies and GDPR.

## Other

- To support our elected Officers to achieve their manifesto commitments.
- Be enthusiastic advocates for student leadership and the organisation's values.
- To actively engage in student-facing projects and activities of all kinds as required.
- Be administratively self-supporting.
- May be required to work some weekends and evenings.

# About the role.

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This job description outlines the role and main responsibilities of the Student Voice & Representation Co-Ordinator and, due to the nature of the post and development of the Students' Union, is subject to change over time. The Union Director or Trustees, may, in conjunction with the post-holder, change the job description as and when necessary.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent.		X
Evidence of ongoing CPD		X
<b>Experience</b>		
Track record of delivering strong and accurate administrative work, with excellent attention to detail.	X	
Working with a wide range of stakeholders across a variety of levels.	X	
Writing reports for a variety of stakeholders and audiences.	X	
Working in a Students' Union with a background in Student Voice or Representation.		X
Preparing reports for student leaders within a Higher Education setting.		X
Working with university staff across a variety of levels to support the student voice.		X
<b>Skills, Knowledge &amp; Expertise</b>	<b>Essential</b>	<b>Desirable</b>
Outstanding organisation skills, including excellent attention to detail.	X	

## About the role.

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Strong IT Skills, including MS Office	X	
Experience of CRM or Database software		X
Assertive and able to command respect from colleagues throughout the organisation and the community.	X	
Strong team working skills.	X	
Able to communicate clearly and confidently using a range of channels.	X	
Ability to work in a busy and high-pressure environment.	X	
Basic understanding of learning and teaching trends within Higher Education.		X
Understanding of Course Rep systems and what makes them effective.		X
Familiarity with, and ability to utilise, various administrative systems for file storage and record keeping.		X
<b>Behaviours</b>		
A demonstrable commitment to our organisation's behaviours framework	X	
Strong commitment to, and understanding of, the principles of equality, diversity and inclusion.	X	
Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders.	X	
A demonstrable desire to forge a career in Students' Unions.	X	

# About the role.

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**Location:** Birmingham Newman University, Genners Lane, Birmingham B32 3NT.

**Hours of Work:** 37 Hours per week - Monday to Friday

**Salary:** Grade 2: £24,806 - £30,152 (Appointment will normally be made at the bottom of the scale)

**Annual Leave:** 33 Days, plus Bank Holidays and University closure days.

**Contract:** Permanent (subject to 6 month probation period)

**Reporting To:** Union Director

# Working With Us.

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Newman Students' Union is committed to ensuring that its staff are well supported, that they are well at work, and that their development needs are put at the heart of our appraisal process. We work hard, not just for our students, but for each other and thrive on supporting our colleagues.

## Flexible Working

Newman Students' Union operates a flexible working policy. While we are a student-facing organisation and value seeing our members, we are always open to part home-working arrangements. We also consider reasonable adjustments to work around family life.

## Pension Scheme

All staff members are automatically enrolled into our NEST Pension scheme with 3% employer contributions.

## AIG Smart Health App

Comprehensive wellbeing support includes 24/7 online GP access, mental health services, nutrition advice, fitness programmes, and expert case management for complex or unclear medical conditions. In addition, a death-in-service policy provides financial security for your family, offering four times your annual salary.

## Free Gym Membership

We offer free membership to on-site University Gym and Sports Facilities.

# How to Apply.

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To apply please send an up-to-date CV, diversity monitoring form and a personal statement of no longer than 2 sides of A4, addressing the following three questions:

1. Why you would like to be the Student Voice & Representation Co-ordinator at Newman Students' Union?
2. From your experience, skills education, what value you can add to the student experience at Birmingham Newman?
3. What excites you about working in a Students' Union?

**Please forward your application to [su-jobs@newman.ac.uk](mailto:su-jobs@newman.ac.uk) no later than Midnight 9th May 2026.**

Interviews for this position are scheduled for Tuesday 19th May, in person at our Birmingham campus.

Guidance on completing your application and the Diversity Monitoring Form can be found by clicking [here](#).

Before you apply please take a look at our website [www.newmansu.org](http://www.newmansu.org) for more information about our work. If you would like an informal chat about the work of the Union or the role you are considering, please contact the **Union Director, Robin Pitt** on [r.pitt@newman.ac.uk](mailto:r.pitt@newman.ac.uk)