



JOB DESCRIPTION

	Policy & Representation Coordinator (Education)
Location:	The post will work primarily at Oxford SU's main office (currently Worcester Street, Oxford). We expect staff to be on campus 60% of the time.
Working hours:	37.5 hours per week
Contract:	Full-time, permanent
Salary:	Circa £30,000

Oxford SU Transformation

In 2024/25 Oxford SU is going through a Transformation. We're reviewing every aspect of what we do, why we do it and how we do it. We're looking for innovative, creative and intellectual staff to support us through this process – people who can think big whilst also making sure that the day-to-day gets done.

Oxford SU is a student-led organisation. You'll be working with exceptional elected leaders and student volunteers across a wide range of projects – balancing your experience and expertise with active student representation and input. We work in a high-support, high-challenge environment – we are a small and relatively flat staff team which means our staff use their initiative and work together as a high performing team.

This stage of Transformation is due for review at the end of June 2025, after which we hope to be launching the next stage of the new Oxford SU.

Job Purpose

The overall purpose of this role is:

- To engage, coordinate and equip our academic-focused representatives to advocate on behalf of students in relation to the quality of their education. This might include providing high-quality training and support in specialised areas or developing datasets, insights and policy for students to use in advocating for themselves and others.
- To ensure that the Oxford students' union remains a democratic and active students' union. This will include developing democratic procedures and ensuring appropriate accountability structures are in place.
- In relation to Transformation specifically, to review the organisation's approach to academic representation and improving education quality across the University of Oxford and implement the outcomes of that review.



Responsibilities

- To engage, coordinate and equip our academic-focused representatives to advocate on behalf of students in relation to the quality of their education by:
 - Designing and delivering high-quality training in areas such as higher education quality assurance, negotiation training and evidence-based lobbying
 - Building strong and empowering relationships with academic representatives across the institution to understand and gather insight on student priorities
 - Working with students, representatives and other staff to develop relevant datasets, insights and policy for students to use in advocating for themselves and others
 - Produce, or work with students to co-produce, policy and insights papers, briefings, toolkits or motions for change related to the educational experience
 - Building strong institutional relationships with key College and University departments and university staff members, understanding the opportunities for change and influence across all relevant areas
 - Ensuring that representatives and students have the right tools and structures in place including clear role descriptions, access to their constituents and inclusive and democratic decision-making mechanisms
 - In particular, supporting elected full-time officers to set ambitious representative change goals in relation to the educational experience, equipping them with the tools, information, relationships and guidance to advocate for themselves and others
 - Building personal understanding and organisational institutional knowledge regarding the best use of University and College governance structures to support representation & advocacy activity
- To ensure that the Oxford students' union remains a democratic and active students' union, focused on improving the educational experience of students by:
 - Working with students, trustees and staff to continually review and develop our democratic procedures, ensuring in particular that they support our primary purpose of advancing the education of students at Oxford University
 - Working with students, particularly academic representatives (course representatives & divisional representatives), to identify campaigns and activities which will build community and create impactful change for those affected
 - Supporting academic representatives to access the Union's democratic structures, identifying, empowering and developing leaders
 - Delivering the organisation's democratic calendar including annual elections and bye-elections, boosting engagement and quality of outcomes. This may include acting as a deputy returning officer or supporting with election complaints.
 - Regularly communicating the organisation's outputs, outcomes and impact to the membership and externally



- In relation to Transformation specifically, to review the organisation’s approach to academic representation and improving education quality across the University of Oxford and implement the outcomes of that review. This might include:
 - Reviewing the Union and University’s approach to academic representation, identifying areas of best practice and non-compliance and developing recommendations for improvement
 - Identifying areas for improvement and growth within the SU to be more impactful in relation to students’ academic experience whilst at the University of Oxford

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level 	<ul style="list-style-type: none"> • Masters in higher education
Experience	<ul style="list-style-type: none"> • Experience of working with volunteers, students or campaigners • Experience of delivering training • Experience of leading or being involved in academic representative structures • Experience of working within a democratic organisation 	<ul style="list-style-type: none"> • Experience of working with elected officers • Experience of managing democratic elections • Experience of investigating and resolving complaints • Lived experience of studying or working at Oxford University
Skills, Knowledge & Expertise	<ul style="list-style-type: none"> • Developed skills in campaigning, lobbying and partnership approaches to co-creation • Working knowledge and understanding of the UK higher education regulatory framework including the OFS, OIAHE and Quality Assurance Agency • Ability to build relationships with stakeholders at different levels of an organisation • Strong negotiation, partnership building, and networking skills. • Excellent communication, writing, and presentation skills. 	<ul style="list-style-type: none"> • An understanding of the roles and boundaries of non-political staff members in political organisations • An understanding of the barriers to academic success in HE • An understanding of developing and analysing academic-focused feedback mechanisms • Ability to understand and navigate complex governance structures • Ability to analyse complex datasets such as qualitative and quantitative survey results (NSS, PTES etc)
Values & Behaviours	<ul style="list-style-type: none"> • Passionate about supporting and enhancing the student experience • Demonstrates creativity and innovation 	<ul style="list-style-type: none"> • A commitment to supporting and enhancing student leadership • Passionate about social justice and social change



	<ul style="list-style-type: none">• Collaborative and team-oriented, fostering a positive and inclusive work environment• High-support, high-challenge approach to working as part of a team• Ethical and acts with integrity in all interactions and decisions.	<ul style="list-style-type: none">• Passionate about access and social mobility in higher education
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Date Completed:	July 2024
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