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Democracy Coordinator

Responsible to: Democracy Manager

Salary: Grade 4 – from £25,423 to £26,920 per annum (dependent on experience)

Hours: Part-time, 30 hours per week

Contract: Permanent

Location: Aberdeen University Students' Association

Job Purpose

The Democracy Coordinator supports student voice, representation and democratic engagement across Aberdeen University Students' Association.

The role works with student representatives, Elected Officers and University colleagues to ensure students have opportunities to shape their academic and wider student experience. The postholder coordinates key democracy activities including elections, Class Representatives, representative forums and student leadership development, helping students to participate, influence change and make the most of their representative roles through an inclusive lens.


Core Responsibilities

Student Representation and Engagement

- Support the recruitment, induction and ongoing development of student representatives.
- Help deliver an effective Class Representative system across the University.
- Build positive relationships with student representatives and encourage participation in representative activities.
- Support representatives to raise issues, share feedback and make positive change for students.
- Help create opportunities for representatives to connect, share experiences and learn from one another.

Elections and Democracy

- Support the planning and delivery of Students' Union elections.
- Provide guidance and support to candidates and elected representatives.
- Maintain accurate records relating to elections, nominations, voting and representative activity.

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- Help promote democratic opportunities and encourage students to get involved.
- Support the review and improvement of democracy activities to increase participation and engagement.

Representative Forums and Governance

- Support the organisation and delivery of representative meetings and forums, including liberation groups and a newly developed Executive Committee.
- Coordinate meeting arrangements, communications and related administration.
- Support student representatives to prepare for and participate effectively in meetings.
- Assist with the delivery of the Students' Union Annual General Meeting and other democratic processes.
- Ensure accurate records and documentation are maintained.

Student Leadership Development


- Support the delivery of training and development opportunities for student representatives.
- Help students build confidence, leadership skills and experience through their representative roles.
- Encourage good practice and active participation across representative structures.
- Support the recognition and celebration of representative achievements.

Campaigns, Events and Communication

- Support campaigns and initiatives led by Elected Student Officers and Student Leaders.
- Assist with the planning and delivery of representative events, training sessions and engagement activities.
- Work with colleagues to promote democracy and representation opportunities to a diverse group of students.
- Contribute to communications that increase awareness and participation.

Data, Reporting and Improvement

- Collect and maintain information relating to representation and democracy activities.
- Monitor participation and engagement across representative structures.
- Produce reports and statistics to support planning and evaluation.
- Identify opportunities to improve the student representative experience.


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General Responsibilities

- Demonstrate and uphold Students' Union values: student-focused, inclusive and helpful.
- Support key organisational priorities including Elections, Welcome Week, campaigns and student engagement activities.
- Provide information, guidance and signposting to students where appropriate.
- Build and maintain positive relationships with students, officers, staff, University colleagues and external stakeholders.
- Represent the Students' Union at relevant meetings and committees as required.
- Support the development and effectiveness of Elected Student Officers and student representatives.
- Deliver training and development sessions where appropriate.
- Work collaboratively across teams to support the student experience.
- Maintain confidentiality and professionalism at all times.
- Work in accordance with Students' Union policies, procedures and financial regulations.
- Undertake training and continuing professional development as required.
- Carry out other duties as reasonably required by the line manager.

Additional Information

- The role may require occasional evening and weekend work to support elections, meetings, training and events.
 - Time off in lieu will be provided where appropriate.
 - Annual leave should normally be taken outside peak Students' Union periods, including Elections and Welcome Week.
 - All staff are expected to take reasonable care of themselves and others in accordance with Health and Safety requirements.
 - The postholder will be expected to undertake continuous professional development to ensure their skills continue to meet organisational requirements.
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Key Relationships

The Democracy Coordinator will work closely with:

- Students
- Class Representatives
- Student Representatives and Student Leaders
- Elected Student Officers
- Students' Union staff teams
- University academic staff
- School administration and registry teams
- University professional services staff
- SPARQS
- National Union of Students (NUS)
- External partners and stakeholders

Person Specification


Essential Criteria

Experience

- Experience supporting volunteers, representatives, members or student leaders.
- Experience organising meetings, events, training sessions or engagement activities.
- Experience providing administrative support and maintaining accurate records.
- Experience working with multiple stakeholders and building positive working relationships.
- Experience using digital systems and databases to manage information and reporting.

Skills and Knowledge

- Strong organisational and administrative skills.
- Good written and verbal communication skills.
- Ability to plan and prioritise a varied workload.
- Strong attention to detail and accuracy.

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- Ability to build positive relationships with a diverse range of people.
- Ability to use Microsoft Office and other digital systems effectively.
- Ability to analyse information and identify opportunities for improvement.
- Understanding of the importance of student voice, representation and democratic engagement.

Personal Qualities

- Friendly and approachable.
- Well organised and reliable.
- Proactive and willing to take initiative.
- Supportive team player.
- Professional and adaptable.
- Committed to providing a positive experience for students.

Desirable Criteria

Experience

- Experience working in a Students' Union, higher education institution, membership organisation or charity.
- Experience supporting elections, governance processes or democratic structures.
- Experience working with volunteers, elected representatives or committees.
- Experience delivering training or development programmes.

Skills and Knowledge

- Understanding of Students' Union structures and democratic processes.
- Knowledge of higher education and student issues.
- Experience using survey, engagement or reporting tools.
- Understanding of governance, committee or constitutional processes.
- Experience analysing participation or engagement data.