

**JOB DESCRIPTION**  
**Policy Coordinator [Welfare]**  
**Vacancy Ref: N2315**

<b>Job Title:</b>	Policy Coordinator [Welfare]	<b>Present Grade:</b> 5S
<b>Department/College:</b>	Students' Union	
<b>Directly responsible to:</b>	Education & Support Manager	
<b>Supervisory responsibility for:</b>	Student Staff	
<b>Other contacts</b>		
<b>Internal:</b>		
Education & Support Manager, Education & Representation Adviser, Senior Student Advisor, Student Advice Caseworker, President, Vice-President Welfare & Community, Vice-President Education, Vice-President Union Development, Student Wellbeing Services, Academic Officers [Departments], Student Registry.		
<b>External:</b>		
Other Higher Education institutions, NUS and others as necessary for research. Local and regional welfare related service providers.		
<b>Major Duties:</b>		
To contribute to Students' Union welfare policy development and the co-ordination of democratic, decision making and campaigning activities with major duties including:		
<ol style="list-style-type: none"> <li>1. Undertaking research (primary and secondary) to ensure that the welfare policy and campaigns work of the Students' Union is student focused and evidence led.</li> <li>2. Supporting student representatives to play a proactive role in the development of welfare policy and practice across the Students' Union and University by providing policy advice and briefings on issues related to student welfare, such as housing, travel, safety, mental health etc.</li> <li>3. Provide operational and administrative support for welfare and liberation related student representatives in the Students' Union, including their induction, training and ongoing support.</li> <li>4. Working with welfare and liberation representatives to organise and support initiatives throughout the year that help to promote positive student health and wellbeing.</li> <li>5. To assist with the production of an annual social policy report and empower welfare representatives to present the findings and recommendations to the University and local/regional service providers.</li> <li>6. The planning and delivery of welfare initiatives and campaigns for change to promote positive student wellbeing, in collaboration with members of the advice and representation team.</li> <li>7. Supporting the advice and representation team to co-ordinate the central democratic processes of the Students' Union, maximising student engagement and participation, e.g. student elections, referenda/preferenda, general meetings and student juries.</li> <li>8. Liaise with student representatives and colleagues to help better understand non-engaged students and develop ways to increase awareness and participation.</li> <li>9. At times of peak service demand, supporting the advice team to provide one- to-one advice and advocacy as required to students on both academic and non-academic matters (e.g. academic appeals and University disciplinary procedures)</li> </ol>		

10. Signpost students to relevant authorities, University services and external support services for issues beyond the skills/remit of Students' Union services.

**General Duties:**

1. Adherence to appropriate Health and Safety, Data Security, Advice, Safeguarding and Environmental policies, procedures and guidance.
2. Any other duties as may be reasonably requested by the Chief Executive or their delegate, consistent with the grade of this post.
3. A flexible approach to work will be required as although the role is primarily day time based it may include occasional unsociable hours.

