JOB DESCRIPTION
Democracy and Governance Assistant
Vacancy Ref: N2688

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Democracy and Governance Assistant</th>
<th>Present Grade:</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Students’ Union</td>
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<td>Directly responsible to:</td>
<td>Advocacy &amp; Governance Manager</td>
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<td>Supervisory responsibility for:</td>
<td>Student Staff</td>
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Other contacts

Internal: Students’ Union staff; Full Time Officers and Executive; Part-time officers [Liberation & Section], Academic Reps, Student Group Leaders and Junior Common Rooms

External:
University services, Local/Regional groups and affiliated organisations.

Major Duties

To administer and co-ordinate the Students’ Unions democratic, decision making and campaigning activities with major duties including:

1. Co-ordinating and promoting the annual officer elections, supporting the Deputy Returning Officer and Returning Officer.

2. Provide advice and day-to-day support to student officers and student members to engage with political/campaigning activity that will have medium to long-term positive impact on Lancaster students.

3. Co-ordinate the operational support and delivery of objectives for student officers where appropriate and, as directed by the Advocacy & Governance Manager.

4. Liaise with officers and colleagues to help better understand non-engaged students and develop ways to increase awareness and participation.

5. Co-ordinate the central democratic decision making processes of the Students’ Union, maximising student engagement and participation, for example Referenda/Preferenda, Student Ideas system and Student Juries.

6. Ensure that key democratic dates are planned and communicated to all relevant staff, officers and student members.

7. Support colleagues with the delivery of Full-Time and Part-Time officer training and induction, as appropriate and where required.

8. Provide administrative support for the Students’ Union Executive, Annual General Meetings and other student led meetings as required.

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.