

## Job Description



### **Role Description:**

The Student Voice Coordinator is an integral role in supporting the Voice Mechanisms deployed by the students' union. You will be working with our members to shape their civic skills and support them in achieving their personal goals. The post holder will ensure consistent representative support and work closely with Student leaders on tackling issues relevant to students. Supported by the Head of Advocacy and Voice, and the Advice Coordinator, you will also be providing support and guidance to students who are navigating the Academic misconduct processes.

### **How to Apply**

To apply for the position please send your CV and a supporting statement outlining how you meet the person specification to our People & Culture Manager; [apring@cardiffmet.ac.uk](mailto:apring@cardiffmet.ac.uk)

### **Recruitment Timeline**

Applications Close: 4<sup>th</sup> September 2025

Interviews: 11<sup>th</sup> & 12<sup>th</sup> September 2025

### **Representative Systems**

- Oversee the coordination of representation systems; Course Reps, School Reps, and Student Officers.
- Create and Maintain databases on our Course Representatives for each school.
- Develop and maintain digital and physical resources specific to the course, school and student officer representative systems.
- Support Student Officers and School Representatives in the design and operational delivery of campaign or insight gathering activities.
- Work closely with School administrative staff in the delivery of the course representative system.
- Manages the representation inbox, ensuring queries are responded too in a timely manner.

- Design and Deliver training to Student Officers, School Representatives and Course Representatives to support them in engaging with quality Assurance Systems.
- Maintain and continually develop a knowledgebase on representative systems.

### **Democracy and Officer Support**

- Coordinate and support the operational delivery of key SU democratic functions such as Student Elections, Annual General Meetings and The SU Forum.
- Work closely with student leaders, Full-time Officers and support them in achieving their personal goals through our Voice mechanisms.
- Coordinate the delivery of outreach activities to further enhance student understanding of the SU's Democratic mechanisms.
- Support the induction and ongoing training provided to the Full-Time Officers.
- Develop and maintain a knowledge base of issues affecting the HE Sector.

### **Insight and Analysis**

- Undertake insight activities to ensure officer and representative work is relevant to the Student body.
- Use student feedback to inform union and university policy improvements and behaviours.

### **Advocacy**

- Supports the Advice Inbox, ensuring students are responded too in an appropriate and timely manner.
- Support the Advice Coordinator with campaigns relevant to the welfare and wellbeing of our members.

### **Additional Duties**

- Act in a manner consistent with the SU's Values, Policies, governing documents and codes of conduct.
- To support cross departmental work in the delivery of key SU events; Freshers Fayre and Varsity.

### **Person Specification**

	Desirable	Essential
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Confidence in MS Office software	x	
Demonstratable ability to manage and communicate with stakeholders	x	
Educated to a Ba or BSC level, or demonstratable experience working within the HE sector		x
Demonstratable ability managing a database, or proficient use in Excel	x	
Confidence in designing and delivering training	x	
Demonstratable knowledge or experience working with volunteers	x	
Demonstratable ability in analysing and presenting data to influence an outcome		x
Demonstratable Knowledge on gathering feedback or delivering forward facing activities to customers or members.	x	
Demonstratable experience working within a membership-led organisation	x	
Experience of delivering projects, events, and reports within a deadline		x
Evidenced ability to act within the Values of the SU: Fun Equality Empowering Student-Led Transparent		x

**Place of Work:** Cardiff Metropolitan University Llandaff Campus, with the requirement to travel and work across both sites. (Other site in Cyncoed).

**Annual Leave & Benefits:**

25 Days Annual leave (In addition to Bank Holidays)

Christmas & Summer closure periods

1 Working From Home day a week

Ongoing Professional Development  
2 Wellbeing Days per year  
Employee Assistance Program  
Birthday off  
Enhanced carers and parental leave policies  
Flexible working opportunities (Hybrid working & reduces hours over Summer)