



Job Pack

Policy

& Influencing

Coordinator

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Policy & Influencing Coordinator at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Securing a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2023](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

John Dubber
Chief Executive



About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 90 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

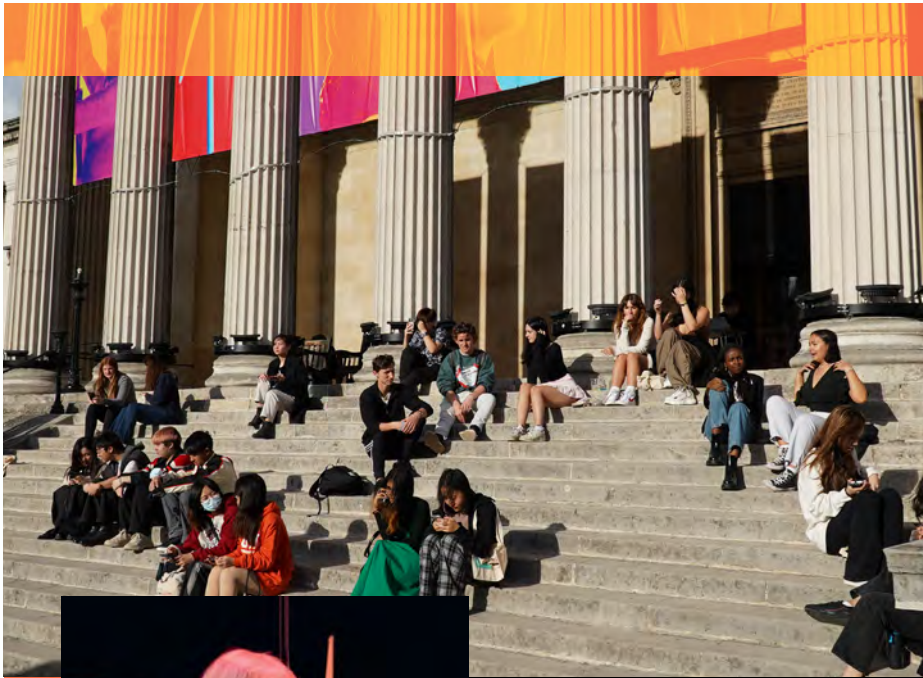
Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Six cafés, four bars, one merchandise shop, a gym, and two convenience stores.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



Job Description

Job Title: **Policy & Influencing Coordinator**

Reports to: **Policy & Research Manager**

Grade: **6**

Purpose of role

1. Provide, develop and support strategies that support our policy and national influencing capacity.
2. Contribute to the development of influencing strategies that deliver change locally and nationally.
3. Advise our elected representatives and leadership team on how best to influence decision-makers within UCL, in the local community, regionally and nationally.

Key responsibilities

National and Regional Influencing

1. Contribute towards horizon scanning and the scrutiny of relevant evidence, trends, and datasets to identify student issues, and support student officers and representatives to translate these into change objectives and campaigns.
2. Contribute to the monitoring and analysis of various datasets to inform our campaigning, lobbying and influencing efforts.
3. Support our Westminster engagement including politicians, Government Departments, APPG's and Select Committees.
4. Maintain relationships with local and national movements and organisations, including the relevant regulators, to enhance the impact of our campaigning and influencing work.
5. Coordinate national organising efforts to unify and amplify student voices.
6. Coordinate and contribute to consultation responses and calls for evidence.

National and Regional Influencing

7. Contribute towards maintaining an overview of policy within the University and support our elected representatives to create positive change through influencing policy.
8. Work with line manager to coordinate student representation on University committees, and ensure officers and representatives have the information required to engage successfully with decision-makers.
9. Support the contribution to University decision-making bodies, formulating reports and consultation responses, as directed by line manager.

Continued overleaf

10. Assist in providing advice and support for our democratic spaces.
11. Coordinate influencing and stakeholder engagement strategies and associated communication plans, as directed by line manager.

Policy, Research and Evaluation

12. Contribute towards the drafting of reports and briefing papers to inform policy developments.
13. Maintain and develop robust systems and processes for capturing and analysing datasets relating to the student experience.
14. Assist with research and disseminating information on issues which affect current and future students, as directed by line manager.
15. Coordinate and evaluate strategic projects and programmes, as directed by line manager.

Supporting Elected Representatives and Members

16. Working closely across the team, provide assistance for elected officer campaigns and associated activities.
17. Assist in equipping students with knowledge, expertise and support to enable them to transform their experience at the University, in the local community and in wider society.
18. Assist in providing guidance to student officers and representatives on shaping and influencing our policy and direction with regards to improving the student experience.
19. Contribute towards developing and delivering training and resources to advance our influencing and campaigning work.
20. Identify and celebrate the ways that students have made an impact on making positive change.

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Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
University degree or equivalent experience	X			X
Evidence of continued professional development	X			X
Knowledge				
Knowledge and understanding of National and Regional influencing	X		X	X
Knowledge and understanding of current issues and themes in Higher Education and Students' Unions		X	X	X
Experience				
Demonstrable experience of working effectively on own initiative and experience of working effectively in a team	X		X	X
Previous stakeholder engagement and/or public affairs experience	X		X	X
Experience developing policy	X		X	X
Previous experience of delivering training	X		X	X
Experience developing or delivering research projects		X	X	X
Previous experience of developing training and resources		X	X	X
Previous experience of servicing committees and meetings	X		X	X
Previous experience working in higher education, a member-led organisation, charity or similar organisation		X		X
Skills				
Demonstrable excellent communication verbal and written) and networking skills (with the ability to present information clearly to a variety of audiences)	X		X	X

Continued overleaf

Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
Demonstrable project management skills, from conception of projects to day-to-day running and evaluation	X		X	X
Demonstrable ability to engage with others in an approachable and inclusive manner	X		X	
Demonstrable analytical skills for qualitative and quantitative datasets		X	X	
Proven ability to use own initiative and effectively manage own workload and prioritise competing demands	X		X	X
Proven ability to utilising the internet and websites to disseminate and collect information	X		X	X
Proficient IT skills including Microsoft Excel, and online platforms	X		X	X
Proven ability to utilise statistical analysis programmes such as R or SPSS, or a desire to develop this		X		X
Ability to establish and maintain effective working relationships with a wide range of people both within and outside the University, including students and senior management		X	X	X
Values, attitudes and personal style				
Empathy with the aims and objectives of a student-led organisation	X		X	X
An empowering and supportive approach to elected student officers and a keenness to work alongside them	X		X	
Demonstrable ability to recognise the needs of others to ensure that both team and personal objectives are met and strong working relationships maintained	X		X	X
Demonstrable ability to offer analytical, creative and pragmatic innovative solutions to problems maintaining a can do attitude at all times	X		X	
Understanding of and commitment to the principles of equality, diversity and inclusion	X		X	X
Evidence of commitment to continuing personal and professional development	X		X	X
Demonstrable commitment and passion to working in a democratic and student-led environment	X		X	X

Our Vision

An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

Our Strategic Themes

Our Vision and Mission will be achieved through delivering four strategic themes:

Effective Influence

Amazing Experience

Vibrant & Inclusive Community

Excellent Union

Read our current strategic plan at studentsunionucl.org/about-us.

Our Values

Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



Salary and Benefits

The salary range is £34,605 - £39,980 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: ucl.ac.uk/human-resources/working-ucl.

If you have any queries or would like to have a discussion about the role please contact:
Meg Haskins, Policy & Research Manager, at m.haskins@ucl.ac.uk.



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