

Recruitment Pack

Senior Campaigns & Democracy
Coordinator

June 2025

Dear Candidate,

Thank you for taking an interest in this role with us at University of Leicester Students' Union.

As an independent charity representing 19,000+ students, we provide a host of services and opportunities to inspire, represent, support and entertain the students of the University of Leicester.

Our mission is to be an empowering, innovative and inclusive student-led Union; championing their interests and providing a home away from home

This role is within our Voice team who are situated in the Percy Gee Building. The successful candidate will need to have experience of supporting projects/campaigns from inception through to delivery and evaluation. They will be adept at handling a multitude of projects at one time, demonstrating an ability to prioritise workloads effectively and be able to communicate effectively with a wide range of stakeholders.

The following pages contain all of the relevant information in regards to the role summary and out recruitment process. Please ensure you check the deadline and return your application within this timeframe.

If you have any questions please email SU-HR@leicester.ac.uk

We wish you the best of luck with your application.

Kind regards

Ian Bruce

Support & Representation Manager

Application Process

Personal Specification

The Person Specification is the list of criteria or requirements needed to be successful in the role. To be shortlisted you have to fulfil each of the essential tick boxes. You can demonstrate your abilities by giving examples of previous experience and skills that you believe are transferable. Pinpointing relevant experience and explaining them in your Cover Letter will be valued to your application.

Completing your application

To apply for this position please send an up to date copy of your CV and a covering letter, to SU-Vacancies@leicester.ac.uk, explaining how your experience and skill-set makes you the best candidate for the position.

In your email, please include the Job Title you are applying for and be sure to submit your application before the stated deadline.

Shortlisting

All applications will be gathered by our HR department and then sent to the recruiting manager to review. The applications will also be sent to the recruitment panel for discussion. Candidates who meet the criteria are shortlisted for an interview.

Interviews

The interview panel will consist of 2-3 members of staff in the relevant department, who will ask competency based questions on the specific needs of the role identified in the job description and person specification. For some roles, you may be asked to complete a task or presentation. If you are required to complete a task, you will be informed ahead of time. Ideally, you will have 7 days to prepare for you interview.

If you are unable to attend the interview, please inform us immediately so we can try to accommodate another date. Please keep in mind this is not always possible.

Job Description

You will play a critical support role for our elected Officers, ensuring they are given exceptional support in the planning, delivery and evaluation of the campaigns, activities and events outlined within their manifestos. The post will also play a role in the delivery of the democratic activities of the Union including Leicester 100, Councils and helping to coordinate the running of Union Elections.

Responsibilities Include:

- Support elected Officers to create development plans for the successful delivery of projects, manifesto commitments and campaigns across the year.
- To hold fortnightly 1:1s with the Executive Officers and the Distance Learning, International and PGR Part Time Officers, ensuring campaigns and projects are thoroughly planned and evaluated ensuring follow up with relevant colleagues in other departments and roles takes place.
- In collaboration with Support and Representation Manager plan, deliver and review Union Elections including the Executive Officer Elections.
- To coordinate the effective operation of the Unions democratic structures including the Ideas System, Leicester 100 and Councils.
- Provide expertise across the Union in campaign delivery and campaign technique including providing proactive support, guidance and ideas to staff, students and representatives considering or in the process of putting together and delivering a campaign.
- Ensuring that all key campaign and project dates are well planned and communicated effectively to relevant Officers, students and staff.
- Work with the elected Officers to define campaign measures for tactical activity as well as the overall campaigns, that ensure the impact of campaigns are evaluated and communicated to key stakeholders
- To provide support and relevant guidance to Student Staff working within the Student Voice Team.
- Liaise closely with the Marketing team to support the communication of the impact of the Union's campaign and democracy-based activities.
- Keep abreast of campaigns and democratic based developments across Students' Unions and wider social change movements to inform the development of Union activism, producing high quality briefings.
- Ensure all campaigns and event activities are conducted in compliance with the relevant legal requirements and practices e.g. copyright, data protection and accessibility, and in line with the Union brand, standards and other local policies where applicable
- Creating and delivering training for Students' Union Leicester 100 and Council Members, students engaging with elections, students seeking to run campaigns and events.
- To work with the Marketing department to encourage student engagement within our campaigns and democratic processes

Part-Time Officer Supervision:

- **Regular Check-Ins:** Schedule and conduct brief one-to-one meetings with Part-Time Officers to offer support, discuss progress, and address any challenges they may face.
- **Guidance and Development:** Provide informal coaching and guidance to help Part-Time Officers understand their responsibilities, develop leadership skills, and execute their campaigns effectively.
- **Operational Support:** Assist with logistical queries, ensuring officers are aware of relevant policies, procedures, and available resources within the Students' Union.
- **Facilitating Communication:** Act as the main point of contact between Part-Time Officers and the wider Students' Union team, ensuring concerns and feedback are escalated where necessary.
- **Performance Oversight:** Monitor engagement levels and overall contribution, providing constructive feedback to ensure officers remain active in their roles and meet their objectives. Set, deliver & monitor their delivery, managing the performance process where concerns arise.
- **Monitoring Absence and Timesheets:** Track attendance and ensure that Part-Time Officers are completing their timesheets accurately and on time.

Health and Safety

- Be aware of, and at all times comply with, all relevant policies and procedures and all relevant statutory responsibilities including fire safety arrangements, Health and Safety issues including moving and handling, COSHH regulations, etc.

General

- Be required at all times to develop and maintain positive working relationships with colleagues, students, contractors, external stakeholders and all other individuals they come into contact with in the course of their duties.
- Maintain at all times any confidential or sensitive information they are privy to in the course of their duties which must not be shared with any unauthorised person unless expressly permitted to do so.
- Conform at all times to LSU Policies and Procedures with close attention being paid to Equal Opportunities and Equality & Diversity.
- Be flexible and adaptable where necessary in order to meet the ongoing service needs of LSU.
- Carry out any other reasonable duty requested of them as appropriate within the parameter of their role.

Person Specification

Description	Essential	Desirable	Assessment
Education			
Proficient in the use of Microsoft Office packages, including Outlook, and able to learn new software Packages.	x		Assessment Or Interview
Experience			
Experience of designing, delivering and evaluating effective campaigns that have delivered on objectives.	x		Assessment, Or Interview
Experience of organising and supporting events with a high level of attention to detail.	x		Assessment Or Interview
Experience of supporting project work and working to multiple deadlines.	x		Assessment Or Interview
Experience of working or volunteering in a democratically led organisation.		x	Assessment Or Interview
Experience of supervising and enabling either volunteers or/and staff to be effective within their role.		x	Assessment Or Interview
A minimum of 1 year's experience in any professional role, with an understanding of workplace behaviours and responsibilities.	x		Assessment Or Interview
Knowledge			
Knowledge of the principals that lead to the delivery of effective/engaging campaigns and events.	x		Assessment Interview
Knowledge of current themes/issues in the Higher Education.	x		Assessment Or Interview
Knowledge of representation structures and processes.		x	Assessment Or Interview
Skills & Abilities			
Excellent planning and organisation skills, and the ability to multitask and work under pressure.	x		Assessment Or Interview
Excellent verbal and written communication skills.	x		Assessment Or Interview
Self-motivated with the ability to prioritise their own work load.	x		Assessment Or Interview
Excellent web and social media skills.	x		Assessment Or Interview
Values & Behaviours			
Willingness and ability to support the values of the Students' Union	x		Assessment Or Interview
Enjoyment of working with, and understanding of students, and a commitment to supporting a democratic and student-led environment	x		Assessment Or Interview
Evidence of reliability and trustworthiness	x		Assessment Or Interview
A willing team player with a positive attitude towards change	x		Assessment Or Interview

Details

Salary:	£27,405
Hours of work:	34.5 per week, Usually between 9am and 5pm.
Location:	Percy Gee Building, University Road.
Contract:	Permanent
Reports to:	Support & Representation Manager

Deadlines

Applications Open:	Monday 9th June 2025
Applications Close:	Monday 23rd June 2025 at 12.00 pm
Interviews:	Week Commencing 30th June 2025