

Advert title

We're looking for someone with the passion to support students in shaping and getting the most out of their university experience. In partnership with Bristol University, Bristol SU delivers an academic representation system of over 800 student representatives. You will be working to assist with the running of the academic representation system and working closely with the Academic Representation Coordinators to help them support academic reps in tackling issues they are working on and ensuring they have access to the support and resources they need. You will also record and promote the impact of the academic representation system to the wider student body, keeping them up to date about what we are doing to represent their academic interests while at university.

What's the job?

Role: Academic Representation Administrator

Hours: 21 to be worked flexibly, but to include Mondays

Salary: £15,068 to £21,137 (pro-rata). The starting salary for this role is £25,113 FTE. The Grade salary range for this role is divided over several spine points. The Grade salary range is £24,500 - £35,228 and pay can progress annually through the band in line with our pay and reward policy.

Contract: Permanent

Closing date: Friday 23 January 2026 12:00

Who are we?

Part business, part charity, part membership body – Bristol SU is a seriously fun place to work. Our professional staff do something extraordinary every day: we support student leaders to give people a voice in their education, help people get the most out of their student experience and help people make the change they want in the world. We have over 26,000 members, 400 clubs and societies, a diverse range of professional services, and an innovative strategy that will help to create an inclusive and supportive University community.

What will you bring?

- You'll have experience in managing varying priorities and tight deadlines
- You'll be able to communicate clearly and effectively using a range of channels
- You know how to use a variety of IT systems and software
- You're a skilled in delivering effective administrative support for a busy team

Why apply?

Because you're excited to make a difference!

We offer lots of great benefits including enhanced pay for parents taking maternity, adoption or shared parental leave, a competitive salary for the non-profit sector, a generous pension scheme and at least 40 days' holiday. We're committed to helping you achieve a healthy work-life balance through flexible working and are open to considering requests for part-time working. We provide professional training so that whatever your chosen field of work, with the right mix of challenge and support, you'll gain fantastic experience, and room to develop and advance your career.

We are proud to have been recognised through numerous accreditations and awards that demonstrate our commitment to creating a positive and supportive culture. We have appeared in the Inclusive Companies top 100 list and have won a number of awards for our commitment to diversity, including best Students' Union. We also won a Third Sector Excellence Award at the 2018 Investors in People Awards. No wonder 87% of our employees would recommend Bristol SU as a great place to work!

Equality, Diversity and Inclusion are central to life at Bristol SU. We approach our work with positivity and celebrate our diverse and unique communities. Our people are proud of our values and care about creating diverse and supportive communities that are inclusive of age, disability, gender, identity, race, religion, sexual orientation and experience.

Bristol SU strives to have an inclusive culture and an environment for all, underpinned by respect and compassion, where everyone feels welcomed, included, supported, valued and safe. Bristol SU recognises that candidates from some backgrounds/ identities may face additional barriers throughout their careers and when applying for new roles across the sector. We are committed to taking positive action to expand the diversity of our staff team by offering two guaranteed interview schemes – a scheme for people of colour and a scheme for disabled people.

Be yourself, be proud of the work you do and build a career in a place that knows different is good.

Key dates

- Closing Date: Friday 23 January 2026 12:00
- Shortlisting: Monday 26 and Tuesday 27 January 2026
- Interviews: Wednesday 4 and Thursday 5 February 2026

Please visit our website to download our Applicant pack for more information before submitting your application.

For general enquiries, please contact us at bristolsu-people@bristol.ac.uk.