

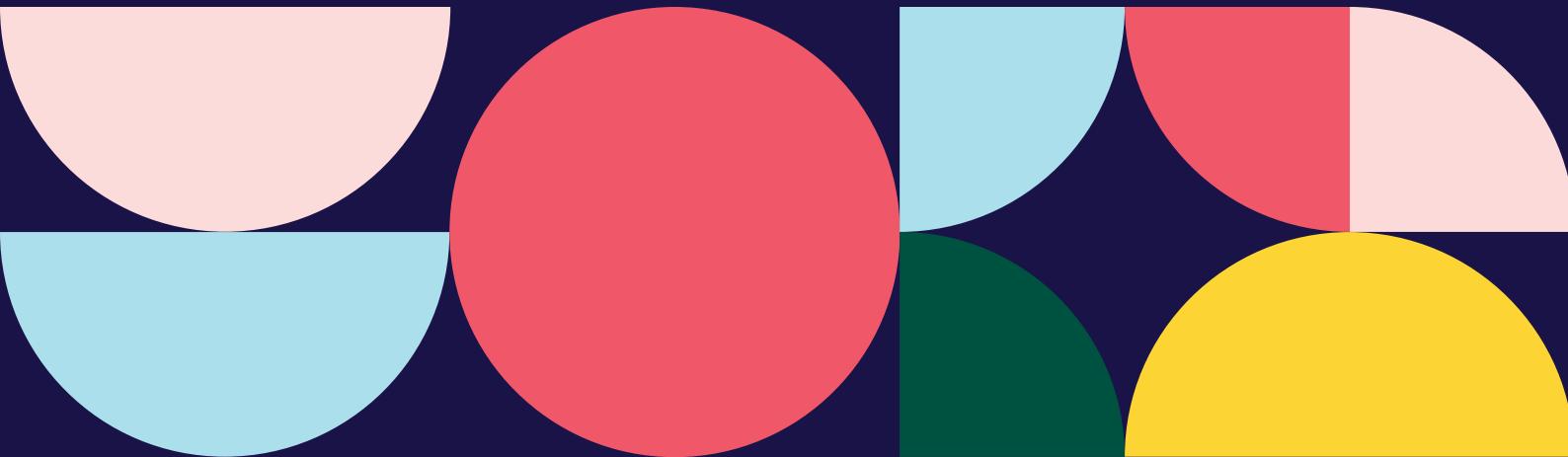
# We're Hiring!

Information for Applicants

**Academic Representation Administrator**



 Bristol SU





# Welcome

**We're really excited that you're interested in coming to work at Bristol Students' Union!**

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 make the change they want in the world.

It's an exciting time to join. We are starting the second year of a strategic plan that will see us become a Union for all Bristol Students as a modern and exciting part of the Bristol experience. We will be relevant to all students, making a difference in their lives by offering advice and representation, the chance to make new friends, develop new skills and discover new interests.

We are looking for passionate people that share our values and that can bring their positivity and ideas along with an inclusive and collaborative approach to helping us ensure maximum impact for our members. In return, you'll get to work in one of the UK's most vibrant cities (named as one of the best places to live in the UK by the Sunday Times), and have access to a range of generous benefits, great work-life balance, and excellent opportunities for you to build your skills and develop your career.

If you're excited to help shape the future of a charity that improves the lives of 32,000 members and want to build your career in an award-winning organisation with a supportive, rewarding and inclusive working environment, we'd love to hear from you.



The Bristol SU Director Team





# About Us

The University of Bristol Students' Union is a membership organisation democratically led by students, for students. We represent over 32,000 student members and work to make sure that they get the best from their time at university by providing over 400 clubs, societies and networks, offering free support services and academic advice and representing students on the issues that matter to them. Bristol SU is also home to a number of enterprise services such as a lettings and property-management service, a shop and social spaces and venues selling refreshments and hosting brilliant events. We reinvest all of the profits from these services back into Bristol SU to enable us to continue to support a great university experience for Bristol students.

Our 2025-2028 strategy sets out our destination and areas of focus for the next few years.

## Our Destination

A Union for all students.

We are working towards this destination through 7 strategic themes:

- Diversity & Inclusion – A Union for our diverse student body.
- Access & Participation – Diversifying and widening participation
- Evidence & Insight – We will use evidence to guide and drive our decisions.
- Communication – A vibrant brand and respected source of information.
- Places – Vibrant, visible social spaces located where students need them.
- Digital – A digital culture that enriches engagement and empowers our community.
- People – Talented people, delivering quality outcomes, in a compassionate culture.

Find out more about the SU's impact and the outcomes we've achieved for our members.

**90%** of our staff feel we have strong values and ethics!





# Our Values

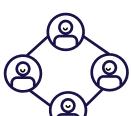
**It's not just what we do that matters, it's how we do it. We will reflect what is most important to our students:**



We are loud and proud about **equality, diversity and inclusion**. We are a Union for all students.



We want our students to thrive, so we support the **wellbeing** of our students through the services that we offer and the campaigns that we run.



We believe **community** matters; we create a sense of belonging across the student body through our student groups, networks, events and spaces.



**Sustainability** underpins all that we do; we want our Union, our University and our planet, to be here for the long term.



We believe opportunities for joy, humour and positivity are important, we want our students to have **fun** whilst at University.



I have been working for Bristol SU a long time and still love it because it is a fun and dynamic place with a great staff team, brilliant students and a leadership team who support and care for staff. No day is ever the same, there are always opportunities to try new things and good learning and development opportunities.

**Suzanne Doyle, Governance and Learning & Development Manager**





# What We Do

## Community, activity and opportunity

Bristol SU offers around 400 sports clubs and societies - one of the highest in the country. This means that there is something for everyone to get involved in. Our experienced staff team support Bristol University students to set up and run their clubs and societies, events and volunteering projects. We also run a Volunteering & Fundraising Network which brings together social impact activities at Bristol SU and provides opportunities for students wanting to make a positive impact in the community.

There is always something happening at Bristol SU, including tons of events taking place every day either virtually or in our SU building. Events range from workshops, training sessions and awards evenings to music, comedy and club nights.

## Voice, Insight and Advocacy

Democratic decision-making is integral to Bristol SU. Our members elect the people that lead our organisation and represent their voice. Bristol SU is powered by a network of hundreds of student representatives who make sure that student voice is a central factor in shaping the university experience and the decisions affecting their education. Our advice service, Just Ask, enables us to provide support to students with problems they might be experiencing during their time at university, and our experienced team offers information and support for students needing help with academic issues and concerns.

## Support and Services

The Students' Union is home to a number of social enterprises that provide services to our student members, reinvesting the profits back into student activity. Our services include our lettings service, which improves the moving experience for students by providing affordable, quality housing solutions. It also includes our shop, 'The Basket', selling a range of accessories, merchandise, gifts, and stationery. We also provide inclusive and vibrant spaces for students to study and connect with others, relax over a meal or a drink, or take part in student-led events.





# How We Are Run

## Trustee Board and Student Leaders

We're a democratically-run organisation, with student officers elected annually to represent their peers. Our Board of Trustees holds the ultimate responsibility for everything we do.

Our Board of Trustees is made up of 16 members including our full-time officers, student trustees and co-opted (external) trustees. They meet regularly throughout the year, with committees meeting at regular intervals before each Trustee Board.

Every year, students are given the chance to vote for and stand to be one of the seven full-time officers who lead our organisation. They are paid a salary and work full-time for one year. Their post involves representing students, making day-to-day decisions on behalf of the organisation and working with the staff team to deliver our strategy.

## Finance and Funding

We receive some funding from the University which is given to us each year in the form of a block grant. We also raise funds through our commercial activity and receive a small amount from donations and other grants.

We are a charity and therefore do not generate a profit - every penny we make is reinvested back into our services for students.



# Our Student Leaders

Our full-time officers are elected every March by the student body to take on full-time, paid roles to lead the Students' Union for one year. They represent the voice of students and help improve the student experience at Bristol.

**Our current full-time officers are...**



**Linlu**  
Equality, Liberation &  
Access Officer



**Jessie**  
International Students  
Officer



**Sharan**  
Postgraduate Education  
Officer



**Ella**  
Sport & Student  
Development Officer



**Katie**  
Union Affairs Officer



**Lucy**  
Student Living Officer



**Mia**  
Undergraduate Education  
Officer

[Find out more about our Officers, their roles and the campaigns that are important to them.](#)



# Staff Structure



Want to know more about who you'd be working with?

[Meet the full Bristol SU team.](#)





# Working at Bristol SU

## About Bristol

Bristol is a vibrant and diverse city that's buzzing with personality. Set in the hills of south-west England, it has a fascinating heritage and incredible creative spirit. It's also a green city, with over 400 beautiful parks and gardens and has been named the kindest and most environmentally friendly city in the UK.

Bristol is easily accessible from London as well as from the north and east of England. If coming to work with us would mean relocating, you can find out more about the city at [visitbristol.co.uk](http://visitbristol.co.uk). We're happy to help if you need advice and support in relocating.

Bristol SU is a multi-site organisation. You can find us at:

Senate House, Tyndall Avenue, Bristol, BS8 1TH

The Richmond Building, 105 Queens Road, Clifton, Bristol BS8 1LN

## Flexible Working

Bristol SU is a great place to achieve work-life balance. We really care about our staff being able to thrive both at work and at home, and so welcome suggestions and requests for flexible working, including part-time working, job shares, condensed hours and homeworking.

Whilst we can't guarantee to accommodate every request, we do promise to carefully consider them all, and work with you to help you work when and where you can be at your best.



I have worked at Bristol SU for seven years and this time has included the birth of my two children. Bristol SU has been a really supportive employer and I always felt happy to return to work after maternity leave knowing that I enjoy my job and like my colleagues! The SU has always understood that we all have competing priorities in life and wherever possible has helped me to be effective in my role whilst being flexible around other commitments.

**Hannah, Student Opportunities Manager**





# Working at Bristol SU

## Your Development

As a member of the Bristol SU team, we will provide you with access to a variety of learning opportunities and 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.

You'll also have access to excellent career development opportunities. More than 75% of our senior leadership team have promoted from within the organisation and we're committed to helping every single one of our people make real progress towards achieving their career development goals - both during their time at Bristol SU and beyond.

## Your Wellbeing

We take your mental and physical health seriously, and have made a real and meaningful commitment to the health and wellbeing of our staff, and to promoting a positive culture of joy and wellbeing.

We host regular wellbeing events and activities and provide line managers with training to ensure that they can provide proactive and tailored support to their team members. Our employees also benefit from access to a free counselling service.

**96%**

of our people agree that Bristol SU cares about its employees!





# Diversity & Inclusion

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

## Diversity and Inclusion at Bristol SU

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. We are committed to taking affirmative action to expand the diversity of our staff team by offering two guaranteed interview schemes. These are for people of colour and for disabled people.

## Guaranteed Interview Scheme for People of Colour

We recognise that candidates that are people of colour 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 a guaranteed interview scheme for people of colour.

It is important to note that this scheme guarantees an interview for people of colour who meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

It is important to note that there may be occasions where it is not practicable, or appropriate, to interview all candidates who have selected to be included within a guaranteed interview scheme who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, we may limit the overall numbers of interviews offered to all candidates - including those applying within our guaranteed interview schemes. In these circumstances we will select a minimum of two candidates from the scheme who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.



# Diversity & Inclusion

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

## Guaranteed Interview Scheme for Disabled People

Bristol SU is proud to be accredited as a Level 1 Disability Confident Employer making a commitment to the recruitment, development and retention of disabled staff. We recognise that disabled candidates may face additional barriers throughout their careers and when applying for new roles across the sector, and we are committed to taking positive action to expand the diversity of our staff team.

It is important to note that this scheme guarantees an interview for disabled people who meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

It is important to note that there may be occasions where it is not practicable, or appropriate, to interview all candidates who have selected to be included within a guaranteed interview scheme who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, we may limit the overall numbers of interviews offered to all candidates - including those applying within our guaranteed interview schemes. In these circumstances we will select a minimum of two candidates from the scheme who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

## Awards

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.



# Benefits & Perks

We offer a range of financial benefits and a variety of opportunities to develop your skills and career. This is in addition to flexible working opportunities, generous family leave policies and holidays, great social opportunities and diverse staff networks.

## Annual Leave

Salaried staff at Bristol SU get **25 days** annual leave, plus 6 university closure days and bank holidays - that's at least **40 days!**

## Enhanced Pay and Support for New Parents

We provide up to **4 months** enhanced pay for parents taking maternity, adoption or shared parental leave. Bristol SU staff are also part of the University's Work and Family initiative, which provides support for new parents including support when returning to work and beyond.

## Enhanced Employer Pension Contributions

By contributing 5% or more of your salary into your pension, we will provide a contribution of up to 10% of your earnings into your pension.

## Travel

We offer a cycle-to-work scheme, travel loan options and access to the campus car parking (subject to eligibility) and car share scheme.

## Discounts

You get a free NUS Totum card entitling you to discounts at various retail outlets. You also benefit from a **range of other discounts**, including discounted **gym membership** and reduced **childcare** rates at the University of Bristol day nursery.

## And Lots More...

Some of our other staff benefits include membership to clubs and societies, University library access, Microsoft Office at home and free access to the Business Lounge at the Engine Shed (next to Temple Meads).



# About the Role

## Job Title – Role Profile

Job Title	Academic Representation Administrator
Working Hours	21 hours per week (to be worked flexibly, but to include Mondays)
Salary Range	£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 a number of 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
Reports to	Academic Representation Manager
Direct Reports	None

## Purpose of the Role

We're looking for someone with administrative skills to support the running of a system which supports students in shaping and getting the most out of their university experience. In partnership with The University of Bristol, Bristol Students' Union co-delivers an academic representation system of over 900 student representatives.

Student representatives gather feedback from students and work with the university and students' union to enhance the student experience for all, representing students' academic interests.

You will be providing administrative assistance to the Bristol SU Academic Representation Team who support the student representatives by ensuring they have the help and resources they need to drive change

Your work will focus on maintaining the rep records databases and ensuring the smooth running of systems that the Academic Rep team use to deliver resources, training and expert support to students and staff involved in academic representation

You'll work to provide administrative and organisational support to our Academic Representation Co-ordinators as well as to our student leaders. You will assist with maintaining up to date records relating to the student representatives, recording their activities so we can monitor impact, supplying LinkedIn recommendations and issuing certificates, answering initial queries from students and staff about the academic representation system or escalating to the appropriate Coordinator or Full Time Officer and providing administrative support during our two election periods.

## Main Duties and Responsibilities

### **1. Support the running of the Academic Representation System**

- Assist in maintaining and updating the record keeping systems for the academic representation system
- Respond to queries from academic representatives, other students and university staff and contribute to monitoring the Rep Team shared mailbox.
- Deliver Bristol SU's reward and recognition offer for academic representatives to incentivise student engagement and improve visibility of rep impact
- Provide administrative support to the Academic Rep Co-Ordinators and Team Manager
- Assist with administrative support for elections
- Contribute to the induction, delivery of training and ongoing development for student representatives.
- Review the Academic Representation SharePoint to ensure that all information is correct and relevant. Ensure election resources are added and available to UoB staff



# About the Role

## Job Title – Role Profile

### Main Duties and Responsibilities (continued)

#### **2. Engage and support academic representatives**

- Participate in outreach to raise the visibility of academic representation, including at locations other than the main campus
- Encourage Rep engagement with key SU activities such as elections, democratic meetings and other activities through the website, emails and other channels.
- Keep existing resources and information for academic representatives and staff up to date via SharePoint and the Rep Hub
- Provide administrative and logistical support to projects and events that build a student academic community and encourage students' engagement in shaping their learning experience such as rep forums and the Rep Conference
- Distribute the Rep Exit Survey, and monitor and increase response rates
- Use SendGrid to distribute larger audience communications such as the Rep Newsletter and reminders about events

#### **3. Record and promote the impact of the academic representation system**

- Support the monitoring of the impact of academic representatives, by collecting information about their activities and achievements and recording the data on the rep database
- Support the Academic Representation Coordinators in their work with student representatives and relevant university staff to improve Bristol SU's understanding of the impact of its academic representation activities.
- Review the Rep Records Database weekly to remove duplicates, correct data entry errors and trigger welcome emails to new reps

#### **4. Directorate support**

- Provide administrative and logistical support to elected student officers, student leaders and/or representatives (specifics to be agreed with line manager).
- Provide support for and work with the relevant committees, project boards and other teams across the directorate.
- Develop knowledge of issues facing students in the UK Higher Education landscape
- Provide administrative support to senior managers in the directorate when required and contribute to the wider business objectives of the Impact and Influence Directorate.
- Provide effective administrative support for the team and minute taking for relevant committees and meetings where required.

#### **5. Other**

- Attend weekly organisation team briefings, departmental team meetings, monthly organisational development sessions and other such meetings
- To adhere to, and to comply with Bristol SU's policies and procedures as detailed in the Staff Handbook.
- Undertake such other tasks as may be necessary in order to achieve the vision, mission and values of Bristol SU.
- Comply with all Bristol SU Health and Safety guidelines.
- Take personal responsibility for Health and Safety of yourself and those around you.



# About You

## Job Title – Person Specification

<b>Key</b>	E = Essential criteria A = Assessed in the application form	D = Desirable criteria I = Assessed at interview	Priority	Assessed
<b>Knowledge &amp; Experience</b>				
1	Experience of delivering effective administrative support for a busy team		D	A / I
2	Understanding of democratic structures of representation		D	A / I
3	Knowledge and experience of planning/organising meetings and small events		E	A / I
4	Experience of managing competing priorities and tight deadlines		E	A / I
5	Awareness of the student movement and of student priorities.		E	A / I
6	Experience of supporting and developing students, activists or volunteers		D	A / I
7	Experience of writing reports and briefings to support volunteer leadership		D	A / I
<b>Skills &amp; Abilities</b>				
1	Excellent administrative and time management skills and able to take responsibility for workload and prioritising of tasks		E	A / I
2	Good IT skills, able to quickly learn new systems and software		E	A / I
3	Able to work in and adapt to a fast-paced, changing environment		E	A / I
4	Able to communicate clearly and confidently using a range of channels		E	A / I
5	Able to identify opportunities for innovation and creativity		E	A / I
6	Ability to review committee papers and policy, in order support representatives		E	A / I
7	Able to work collaboratively and to build and maintain strong relationships		E	A / I
<b>Values &amp; Behaviours</b>				
	A demonstrable commitment to our organisation's values		E	I
	A commitment to and understanding of equality, diversity and inclusion		E	I
	Comfortable working in a democratic, student-led environment with the ability to empower and build effective relationships with elected officers		E	I

If you think you have what it takes to be our next Academic Representation Administrator, but aren't sure you meet every point on the person specification, please still get in touch with the recruiting manager. We'd love to have a chat and see if you could help us to achieve great things for our SU and its members.



# How to Apply

The closing date for applications is Friday 23 January 2026 12:00

## Application Timeline

- 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 submit your application via our online recruitment portal.

You will need to provide an up-to-date copy of your CV, and a detailed cover letter setting out how you meet the 'essential' requirements included in the person specification.

Remember that you don't have to have work experience to have the skills or knowledge to do a great job. We are interested in your potential, so encourage you to use examples from outside of work too when answering the questions.

## Please note:

- We will contact you to let you know the outcome of your application. This can sometimes take a few weeks so please bear with us.
- You must be able to provide proof of your right to work in the UK before starting work with us. We are not currently able to sponsor employees requiring a visa.
- Applications received after the above closing date will not be considered.

## Informal enquiries:

For an informal chat and to find out more about the role, please contact the recruiting manager:  
[janine.fox@bristol.ac.uk](mailto:janine.fox@bristol.ac.uk)

### Impostor syndrome

Impostor syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect women and people from marginalised backgrounds. If you recognise feelings of imposter syndrome during your job search, [you'll find some useful tips to help overcome it here](#).



