

JOB DESCRIPTION //

Development & Democracy Officer (D&D)

Keele Students' Union (Elected Sabbatical Officer)

Employer:	Keele SU
Responsible to:	Keele SU Board of Trustees
Responsible for:	
Hours:	37.5 hours per week
Directorate / Department Team:	Elected Officers
Salary:	£24,226.94 per annum, £12.39 per hour

Work Context:

Keele SU aims to be a students' union of the highest quality in representing and supporting students to get the most out of their time at Keele. We live to empower every student to be who they want to be and through delivery of our quality support, activity, representation, entertainment and value for money services ensure our students feel part of a community which is inclusive.

The organisation departments consist of:

- Leadership Team & Trustees
- Elected officers
- Membership – Advocacy, Education and Experience
- Support – Finance, HR, IT, Planning and Engagement.
- Trading – Co-op and SU Operations (Days and Nights)

We have around 50 career staff and 85 part-time student staff.

Purpose of the role:

As the *Democracy & Development Officer* for Keele Students' Union, you will be an advocate for the voices of Keele students, ensuring their opinions and concerns are heard and acted upon at all levels of the university. You will play a key role in fostering a culture of democracy and engagement within the Union, while collaborating with university stakeholders to enhance student involvement and drive meaningful change.

In this role, you will gather feedback from students, work alongside senior leadership and elected officers, and oversee vital components of the Students' Union such as the Union Assembly and Campaign Networks. You will lead on initiatives that promote activism, support sustainable development, and ensure the university and union meet their climate action goals. Your role will be crucial in shaping the future of Keele Students' Union through continuous development and innovation.



Key Accountabilities:

General Responsibilities of all Sabbatical Officers:

1. **Student Engagement:** Actively participate in student meetings to represent and engage the student voice.
2. **Collaboration & Teamwork:** Work with other officers and staff members to plan activities based on student needs and support each other as a team.
3. **Regular Meetings:** Meet frequently with the CEO and COO and other relevant SU staff to stay aligned with Union goals.
4. **Record Keeping & Handover:** Keep track of key activities, produce impact reports, and prepare a handover file for the next officer.
5. **Task Management:** Ensure tasks assigned to you are completed on time, even if not done personally.
6. **Meetings & Attendance:** Attend all UGMs, Union Assembly, Trustee Board, and Sub-Committee meetings, sending apologies if unable to attend.
7. **Professional Conduct:** Be punctual by arriving on time, professional, and follow staff policies, logging annualised work hours properly.
8. **Collaboration with the University:** Ensure student concerns are heard by working productively and collaboratively with the University.

Three Key Responsibilities:

- **Advocacy & Representation:** Be the voice of Keele students, gathering feedback and collaborating with the university and Union to implement student-driven changes.
- **Union Development & Engagement:** Support Keele Students' Union's growth, manage Campaign Networks, and ensure the Union Assembly is inclusive and representative of students.
- **Sustainability & Campaigning:** Lead sustainability initiatives, promote climate action, and support student campaigns on social justice, sustainability, and other key issues.

Detailed D&D Responsibilities:

1. **Advocacy & Representation:**
 - Be the voice of Keele students, advocating for their interests and ensuring their voices are heard at all levels of university decision-making.
 - Gather feedback from students through surveys, forums, and direct engagement to inform Union policies and actions.
 - Collaborate closely with elected officers, Union staff, and university leadership to implement student-driven changes.
2. **Union Development & Engagement:**
 - Support the ongoing development of Keele Students' Union, working alongside senior leadership and elected officers to align Union initiatives with student needs and feedback.
 - Oversee and develop the Union Assembly, ensuring it is inclusive, accessible, and representative of the student body.
 - Lead and manage Campaign Networks, ensuring they effectively represent the interests of students and provide a platform for activism and engagement.
3. **Promoting Student Democracy:**
 - Foster a culture of democracy across campus, encouraging active participation in elections, student governance, and other democratic processes.
 - Promote opportunities for students to get involved in the democratic structure of the Students' Union.
 - Support the recruitment and training of student representatives, enabling them to contribute meaningfully to Union decision-making processes.

4. Sustainability & Climate Action:

- Lead initiatives that promote sustainable development both within the Union and the university, focusing on environmental and social sustainability.
- Work with relevant stakeholders to hold the union and the university accountable for their climate action plans, ensuring progress towards net-zero and other environmental goals.
- Advocate for sustainable practices and initiatives, engaging students in sustainability campaigns and raising awareness about the importance of climate action.

5. Collaboration with Keele University & Stakeholders:

- Establish strong working relationships with Keele University leadership, academic departments, and other key stakeholders to ensure student interests are represented in institutional decision-making.
- Work with external partners and community groups to enhance Keele's broader impact and improve student engagement.

6. Leadership & Operational Management:

- Take the lead on relevant operational issues on campus, ensuring that the Union provides effective and responsive services to students.
- Participate in and contribute to various committees, including those focused on university governance, sustainability, and student welfare.
- Provide regular reports to the Students' Union Executive and university committees, ensuring transparency and accountability in your work.

7. Campaigning & Activism:

- Support and lead student campaigns, particularly those related to social justice, sustainability, and other issues affecting the student body.
- Encourage activism on campus by providing the tools and support for students to take action on important issues.
- Be an advocate for student-led initiatives that promote change on campus and within the wider community.

Other Duties

1. To contribute to the positive image of Keele SU with students, the University and the local community.
2. To abide by Keele SU Constitution, Policies and Procedures at all times.
3. To contribute and support Keele SU's vision, mission and values.
4. Be committed to living our employee behaviours - empowering, supportive & communicative.
5. To undertake other tasks and responsibilities, compatible with the level and nature of the post, as required by the line manager from time to time.
6. To attend appropriate meetings as and when required.
7. To uphold and adhere to Keele SU Health & Safety policy and best practice.
8. All staff are collectively responsible for meeting the Union's environmental and social sustainability goals in line with the strategic plan. It is required that all staff are aware of how their role relates to sustainability in order to minimise the Union's environmental impact and actively contribute towards the fight against the climate crisis.

Keele SU considers regular and ongoing training as essential to job satisfaction and career development. The post-holder will be offered the opportunity to participate in training that is relevant to their duties and the post-holder will be expected to undertake such training as may be reasonably practicable.

Notes

For full and effective discharge of duties, the post will, at times, require additional commitment over and above normal office hours. The post-holder is expected within reason, to undertake such

hours as are necessary to successfully perform the duties of the post.

Confidentiality

To ensure that confidentiality is maintained at all times in conjunction with the Students' Union and University Confidentiality and GDPR Policies.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main prioritise and typical areas of activity of the post-holder. These activities are subject to amendment over time as prioritise and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post-holder.

Skills and Experience:

- Commitment to student advocacy, democracy, and sustainability.
- Strong leadership and communication skills, with the ability to work collaboratively with a diverse range of stakeholders.
- Experience in organising campaigns or managing student networks, ideally in a union or similar environment.
- Knowledge of university governance and the ability to navigate complex organisational structures.
- A passion for social justice, activism, and student engagement.
- Ability to manage multiple projects, lead teams, and work independently.

Key Relationships:

- Keele Students' Union senior leadership and elected officers
- Keele University staff and senior leadership
- Student representatives, including Union Assembly members and Campaign Networks
- External organisations, local community groups, and activist networks

Key Meetings:

Election Process:

The Democracy & Development Officer will be elected through a cross-campus ballot, ensuring that the role is directly accountable to the student body.

Term of Office:

The role is a full-time, paid sabbatical position for one academic year.

Salary & Benefits:

- Full-time salary commensurate with sabbatical officer roles
- Access to personal development opportunities
- A chance to influence the future of Keele Students' Union and make a meaningful impact on the student experience

Application Process:

Interested candidates will need to submit an application as part of the annual elections, where all Keele students will have the opportunity to vote for their preferred candidate.

The Democracy & Development Officer role is an exciting opportunity to make a significant difference in student life at Keele University. If you're passionate about student democracy, sustainability, and creating positive change, this is the role for you.

