



Democracy & Representation Coordinator - Role Profile 2026

Purpose and Values

We exist to serve the students at the University of Sussex. We want every student to have the best possible experience, gathering opportunities along the way which enhance the present and lay the foundations for their future. We are driven by making student lives better, helping them to find their communities and make valuable connections that can last a lifetime. We are proud to be the home of our student community and the student voice at Sussex.

How we deliver on our purpose is as important as why we exist. We are a democratic organisation, led by elected officers who are supported by a small staff team. We exist for students and we are led by them. This enables us to advocate effectively for all students. And it gives us a compelling student voice that can hold the University to account.

Our cultural principles underpin all that we do. It is what we expect from everyone who works in the Union, and we will hold each other to account for this. We are student centred, and deliver this through our cultural principles of ambitious, courageous, inclusive, supportive and accountable.

Purpose of Post

To support students in understanding and participating in Union democratic structures in a way that can achieve positive change for the benefit of all students at Sussex, including those from marginalised student groups. To ensure this feedback is used in a compelling way to advocate for students and ensure action is taken in response.

Role Overview

Post	Democracy & Representation Coordinator
Salary and Scale:	Grade 4
Hours:	36.5 hours per week including some evenings and weekends
Term:	Permanent

Key Responsibilities

Responsible to:	Representation and Democracy Manager
Responsible for:	Key staff report(s): Student staff and Academic Representative volunteers
Budgetary Responsibility:	Budget Headers: <i>n/a</i> Responsibility Level: <i>n/a</i> Level of Budget: <i>n/a</i>

Area Responsibilities: Level of Income: *Limited or None*
Democratic functions (Elections, Referenda, Council,)
Student Rep Scheme
Meetings: Union Council

Headline Responsibilities:

1. To provide operational and administrative support to elected representatives including induction and training for elected officers, members of Union Council and Student reps.
2. Lead on increasing student awareness and engagement in the democratic functions of the Students' Union by promoting key democratic events, meetings and achievements to the student population and communicating relevant outcomes and decisions
3. To ensure Union democratic meetings and events are run smoothly and in accordance with the Rules, including elections, referenda, implementation of policy, and Union Council
4. To provide ongoing support to elected officers including help with achieving their manifestos and briefing them on relevant university committees
5. Support the long-term amplification and development of marginalised voices and underrepresented groups on campus
6. To support a vibrant and effective annual communications plan by using the tools and mechanisms provided by the Central Communications Manager to create and share content; ensuring all activities happening across the Students' Union have a platform to promote them and demonstrate their impact

Key Relationships

Responsible for maintaining good relationships with:

Sussex students, elected officers, Students' Union colleagues and the leadership team

Responsible for developing and maintaining good relationships with:

Line Managers, direct reports and all colleagues across the Students' Union

Responsible for identifying, developing and maintaining good relationships with:

Union Councillors, Student Reps, University of Sussex colleagues at all levels

Standard Expectations

1. Work as a community for the benefit of the Students' Union as a whole and the people in it
2. Maintain effective communication with your line manager, direct reports, and team
3. Undertake responsibility for key areas outlined, in a collaborative and supportive fashion
4. Maintain and develop positive relationships with all people encountered through work
5. Fulfil a signposting role for occasional students in distress
6. Work within all Union policies and procedures at all times
7. Take responsibility for all learning and development necessary to fulfil the post
8. Perform any other reasonable duties in consultation with your line manager

Person Specification

Knowledge & Experience (Essential)

- Possess excellent IT skills in standard Office or G-Suite applications
- Possess an excellent knowledge of social media and online content creation
- Have an understanding of Higher Education systems, structures and issues
- Have a working knowledge of democracy within a students' union setting

Desirable Experience

- Have experience of increasing participation in activities and services
- Experience of designing, delivering and evaluating training
- Knowledge of the workings of HE institutions
- Experience in administrative tasks such as arranging meetings and taking minutes

Abilities

- **Initiative:** Ability to be a proactive self-starter, effectively getting on with work
- **Comms:** Ability to communicate effectively with the team, line manager and stakeholders
- **Effectiveness:** Ability to manage workload, delivering high quality work on time
- **Great Service:** Ability to deliver an excellent service to internal and/or external customers

Personal Attributes

- **Positive:** Show a positive and adaptable attitude towards the Union and work
- **Supportive:** Show mutual support for the manager and team to benefit students
- **Cultural Sensitivity:** Show respect for other cultures and diverse cultural norms
- **High Standards:** Show high expectations of themselves and their work
- **Values led:** Champion students and Union values, always trying to do the right thing

Union Values

- **Student-led:** Led by student involvement, committed to student participation and ownership
- **Ambitious:** We bring a positive and ambitious mindset to our work, engaging with positive intent, constantly seeking to improve outcomes for students and celebrating success
- **Courageous:** We seek to do the right thing for our students, acting on our principles on political and social issues
- **Inclusive:** We are embedded in and open to our whole community, ensuring we create a sense of equity and inclusion
- **Accountable:** We take ownership for everything we do, both individually and collectively.
- **Supportive:** We take ownership for everything we do, both individually and collectively. We are dependable as individuals and teams, always committed to delivering consistent and appropriate support to colleagues and students.

Assessment Criteria

Criteria	Assessment
Essential Knowledge & Experience	
Possess excellent IT skills in standard Office or G-Suite applications	Interview & CV
Possess an excellent knowledge of social media and online content creation	CV & cover letter
Have an understanding of Higher Education systems, structures and issues	CV & cover letter
Have a working knowledge of democracy within a students' union setting	Interview & CV
Desirable Experience	
Have experience of increasing participation in activities and services	CV & interview
Experience of designing, delivering and evaluating training	CV & interview
Knowledge of the workings of HE institutions	Interview
Experience in administrative tasks such as arranging meetings and taking minutes	CV
Abilities	
Initiative: Ability to be a proactive self-starter, effectively getting on with work	Interview
Communications: Ability to communicate effectively with key relevant people	Interview
Effectiveness: Ability to manage workload, delivering high quality work on time	Interview
Great Service: Ability to deliver an excellent service to both internal and external customers	Interview
Personal Attributes	
Positive: Show a positive and adaptable attitude towards the Union and work	Interview
Supportive: Show mutual support for the manager and team to benefit students	Interview
Cultural Sensitivity: Ability to accept other cultures and adapt communication and behaviours to respect diverse cultural norms	Interview
High Standards: Show high expectations of themselves and their work	Interview
Values led: Champion students and Union values, always trying to do the right thing	Interview