



Royal Agricultural University Students Union (RAUSU)

Administrator

Job Description

Job Title	RAUSU Administrator
Department	Royal Agricultural University Students Union
Responsible to	RAUSU Operations Lead
Location	Royal Agricultural University Campuses
Salary	Grade 5: £25,138 - £29,605 per annum pro rata
Term	Permanent contract; 0.6 FTE (21 hours per week)

This RAU Students' Union (RAUSU) is entering into a transformational phase. This exciting new position has been created to support the Students Union in delivering its strategy and ensuring that the students have an exceptional experience. We are looking for an enthusiastic person who loves interaction with people and has a flexible approach to work to join us.

The Student Union Administrator supports the Student Union in delivery of strategy and acts as a key liaison point between the Student Union and the University. The Administrator will work on a day to day basis on student union administrative duties to support them in their growth and development and to assist facilitation of good relationships between the Student Union, the University and associated stakeholders.

The Student Union Administrator will support the operational running of the Student Union to ensure they are meeting the expectations of the Trustee, students, the University and delivery of the Student Union Strategy.

Duties and responsibilities

- To assist with development and implementation of RAUSU strategy
- To manage the day to day administrative workload of the RAUSU, including scheduling of all meetings and minute taking.
- To support the RAUSU in delivering its aims and objectives and fulfilling manifesto promises
- To support the RAUSU in building strong relationships and smooth communication with all stakeholders
- To assist the RAUSU with marketing of its activities

- Monitor RAUSU Officers in their attendance at mandatory training
- Work with the clubs and societies to understand and assist with management of their budgetary allocation
- Update and maintain the RAUSU website
- Assist with development and production of marketing materials
- Assist with the purchase and sale of merchandise
- Assist with the preparation for and management of the annual election
- Help to ensure continuity of systems and processes between periods of office
- Foster a positive working environment with a good team spirit including the wider support teams with student experience at the forefront of all.
- Undertake other duties commensurate with the level and purpose of this post as required.

Person Specification

Criteria	Specification	E – Essential D - Desirable	Measured By A – Application I – Interview
Education	Educated to A level standard or equivalent administrative experience	E	A
Experience	Experience of working with Sage 50 or willingness to train	D	A
	Experience of standard IT packages	E	A/I
	Experience of web design and management	D	A
	Experience of marketing and brand identity	D	A
Knowledge or Understanding	Previous experience of working in Higher Education	D	A
	Understanding of the aims and objectives of a Student Union and the responsibilities of its officers	D	I
Skills and abilities	Excellent oral and written communication skills	E	A/I
	Ability to build relationships with key stakeholders within the RAUSU and the wider institution	E	A/I
	Ability to provide advice to all SU team members	E	I
	Adaptability and flexibility to respond to new challenges and opportunities	E	I
	Proven ability to deliver good service and to identify and implement service improvements	D	A/I

	Ability to work independently and flexibly using initiative to solve problems and offer solutions	D	A/I
	Ability to prioritise a busy workload	D	A/I
	Strong attention to detail and accuracy	E	I
Personal Qualities	Well-developed interpersonal skills	D	I
	Ability to work to tight deadlines and a high degree of flexibility owing to the cyclical nature of working for a Students Union and sudden changes to workload	E	I
	Ability to work as part of a team with Student Officers who are at different stages of their educational development	E	I
Additional Requirements	At times out of hours working will be required in order to provide support to important SU events	E	I

Application Procedure

If you are interested in applying for this role, please send:

- Students Union [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Director of Commercial Services Teresa North – Teresa.North@rau.ac.uk
- **Closing date:** 17th November 2024 with **Interviews on:** 28th November 2024.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAUSU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level