

Job Description & Person Specification



Arts
Students'
Union

Job Description & Person Specification

Job title:	Interim Democracy and Influencing Manager (Fixed Term 12 Months)
Reports to:	Deputy Chief Executive - Membership
Responsible for:	Senior Policy and Research Officer x1, Campaigns and Community Organiser x1 and Democracy Coordinator x1 (3.0 FTE)
Working hours:	35hrs per week
Salary band:	5a
Salary:	£40,747.82
Location:	Hybrid. Based across Six UAL Central London sites, mainly based at High Holborn, London
Last reviewed:	21/01/2026

JOB PURPOSE

- To lead and set the strategic direction for the team responsible for democracy and influencing at Arts SU.
- Develop and lead ambitious plans to evaluate and develop democracy and influencing at UAL, building engagement levels, impact, visibility year on year.

KEY RESPONSIBILITIES

1. Leading a high performing team

- Provide leadership, strategic direction and day-to-day operational management of the Democracy and Influencing team; motivating, supporting and developing team members to ensure that they have the necessary skills and knowledge for their roles as well as manage performance.
- Develop succession plans and identify training and development requirements within the team.
- Develop a proactive results driven culture within the team, ensuring agreed objectives and targets are delivered, whilst promoting a collaborative approach to working with internal departments.

- Identify the need for as well as recruitment and management of student staff as necessary.
- Be accountable for the quality of outputs of the team.
- Provide support to the student officer team helping and equipping them to be knowledgeable and informed representatives.
- Ensure the whole organization is aware of and understand the work of the Democracy and Influencing team.

2. Strategic Development

- Support elected officers and student staff to maximise their effectiveness and impact with key stakeholders.
- Oversee the development of systems and processes for capturing, tracking and sharing student feedback, issues and the impact of student representation.
- Lead the analysis of student feedback to advice and support student representatives to lobby and influence the University's policies, procedures and practice.
- Lead the promotion of the Union's democracy and influencing work within UAL, building relationships with relevant stakeholders and making it easy for staff and students to understand the purpose of the team and its work.

3. Financial and Resource responsibility

- Manage a sustention Democracy and Influencing team budget, being responsible for resources that are allocated to the department and ensure these are effectively managed and control.
- Support elected officers with the planning, oversight, and responsible use of their allocated budgets.
- Review and establish processes, systems and policies and where appropriate standard operating procedures for activities to maximise efficiency, ensure deadlines are met and ensure a positive return on investment.

4. Oversight and development of Democracy and Influencing functions

- Oversee the Union's Democratic processes and student representatives.
- Oversee the Union's planning, coordination and analysis of research into student feedback and trends at UAL and across the sector to enhance the student experience.
- Oversee the creation and support of high-profile student-led campaigns based on evidence and insights.
- Deliver the cycle of all-student Union elections (including Spring Elections and Autumn By-Elections) and support the Community Development Manager in the delivery of Sports Clubs and Societies Elections.

- Deliver the cycle of democratic events and activates (including the Student Ideas Platform, Student Forums and Annual Members Meeting).
- Work to further develop our partnership with the University to establish the Democracy and Influencing team as expert practitioners and a source of good practice on student engagement, representation, policy and influencing.

5. Policy and Research

- Lead the Democracy and Influencing team's work in providing comprehensive policy support elected officers and representatives on student experience issues developing effective lobbying strategies to influence policies that impact students' lives.
- Support engagement in central University committees and working groups by maintaining an up-to-date record of representatives and staff committee responsibilities, accompanying representatives where appropriate and coordinating a system for committee briefing and de-briefing.
- Manage how the Union work with UAL and its Colleges to ensure that feedback positive impact the student experience.
- Oversee the Union's planning, coordination and analysis of research into student feedback and trends at UAL across the sector to enhance the student experience.
- Convene and attend relevant committees and time limited working groups (including Officer Priority Working Groups). Where appropriate the post-holder will act as the meeting or project administrator.
- Provide regular and structured briefings, reports and presentations to support strategic decision making throughout Arts SU.

General Duties:

In addition, all staff have the following general duties in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own administrative duties.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Development, their role within Departmental Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.

- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- Any other tasks that would be deemed suitable within this role as directed by line manager

Person Specification

	CRITERIA	COMPETENCY	Assessment Type: Application (A), Interview (I), Task/Presentation (T/P)
	Knowledge		
1.1	Experience of line management of a team of individuals	Job related knowledge	A
1.2	Experience of developing effective methods for student and/or volunteer engagement and leadership	Job related knowledge and technical skills	A, I, T/P
1.3	Experience of developing and delivering training	Job related knowledge and technical skills	A, I
1.4	Knowledge of current issues with the further/higher education sector	Job related knowledge and political awareness	A, I
	Skills		
2.1	Ability to work as part of and lead a team	Teamwork	A, I
2.2	Excellent time and project management skills with the ability to manage others to deliver to deadlines within agreed budgets to a consistently high standard	Personal effectiveness and motivational leadership	A, I, T/P
2.3	Excellent written and verbal communication skills	Communication	A, I
2.4	Ability to work under pressure and have a positive attitude towards problem solving and decision making	Accountability and personal effectiveness	A, I
2.5	Ability to conduct primary and/or secondary research and/or policy documents	Achieving and Delivery	A, I
	Behaviours		
3.1	Flexible and hard working with a proactive working style	Teamwork and personal effectiveness	A
3.2	Approachable nature, with the ability to relate to a variety of audiences in an appropriate manner.	Communication and teamwork	I
3.3	A commitment to the principle and practices of equity, diversity and inclusion.	Accountability	A, I