

Job Description

Job Title: Democracy Development Coordinator

Responsible To: Community Development Manager

Responsible For: Student Staff

Salary: Band 4

Hours: 35 hours

Permanent

Location: Central London

Summary of Post	The Democracy Development Coordinator will work within the Community Engagement department to develop KCLSU's democratic practices, policy and procedures. Areas of work will include: <ul style="list-style-type: none">• Project manage the delivery of KCLSU Elections (electing Student Officers and Community Leaders)• Lead on and support the development of KCLSU democratic structures, systems and procedures• Work with and support KCLSU Community Leaders• Working with other staff across KCLSU to ensure that suitable support is given to students who want to engage with democracy• Supervise student staff and volunteers where required
Main Tasks	Project manage the delivery of KCLSU Elections (electing Student Officers and Community Leaders) <ul style="list-style-type: none">• Compliance: Develop and deliver robust and legitimate election processes in accordance with KCLSU Bye-Laws, Articles of Association, and the Education Act 1994 and signed off by the Returning Officer.• Election Build: Work in partnership with MSL to build election roles and requirements within the MSL software so that the process to nominate and vote in elections is accurate and automated.• Candidate Development: Provide and equip members with the procedural guidance, skills, knowledge and access to support that ensures they have good understanding of their roles and responsibilities as a candidate and for the role they may be elected into.• Voting Operations: Grow voter participation and ensure voting is informed, accessible, engaging and legitimate.• Candidate Experience: Provide wellbeing support for all candidates within KCLSU elections.

	<ul style="list-style-type: none"> • Student Media: Work in partnership with student media groups to grow student-led collaborative content to cover KCLSU elections and bring democracy to the wider student body while upholding their responsibility to ensure free and fair elections. • Partnerships: Work closely with student groups, faculties, NUS, and KCL Governance, helping them to understand their responsibility to participate in the KCLSU election processes to ensure democratic legitimacy within student leader roles.
	<p>Lead on and support the development of KCLSU democratic practices and procedures</p> <ul style="list-style-type: none"> • Ensure robust and legitimate democratic processes and systems are in place for all relevant activity including Referenda, KCLSU's Annual General Meetings, Members' Meetings, National Union of Students (NUS) National Conference. • Lead the delivery of the Student Officer and Community Leaders Accountability Procedure in accordance with KCLSU Bye-laws, supporting the recruitment and induction of the panel members, scheduling meetings and coordinating the attendees, and recording and reporting decisions and actions. • Lead on the facilitation of any Votes of No Confidence in accordance with KCLSU Bye-laws. • Support the development and administration of existing and emerging KCLSU democratic procedures. • Review democracy policies and procedures, ensuring these are fit for purpose, consistent and in-line with wider KCLSU policies and procedures, and accessible for our members to navigate and comply.
	<p>Work with and support KCLSU Community Leaders</p> <ul style="list-style-type: none"> • Working with the wider Community Engagement Department, support the development and delivery of training and on-going skills development programmes for community leaders; developing their ability to engage and lead their communities. • Build strong and nurturing relationships with student group leaders. • Support the Full-Time Student Officers in delivery of their objectives, priorities and development, where relevant.
	<p>Student Engagement</p> <ul style="list-style-type: none"> • Empower students, particularly those from low participation groups, to become community leaders within student groups. • Ensure participation in events/activities is accessible and inclusive, identifying and removing barriers to engagement particularly for low participation groups. • Use mechanisms for service feedback, consultation and user insight, understanding diverse user needs and perspectives to inform continuous development of the community events programme. • Work in partnership with Networks, Community Leaders/Representatives, Student Officers and Trustees to maintain a culture of student-centred service development across democracy. • Monitor participation and retention across democratic practices and identify areas for growth across a diverse university community of 40,000 students.
	<p>Projects and Events</p> <ul style="list-style-type: none"> • Lead on KCLSU Elections projects and any other democratic based projects. • Support a wide range of projects across KCLSU teams.

	<ul style="list-style-type: none"> Support the Community Development Manager and wider project team to deliver KCLSU Welcome Fair for all new and returning students, showcasing KCLSU's student groups
	<p>Governance and Compliance</p> <ul style="list-style-type: none"> Operate in accordance with health and safety practices and regulations, ensuring consistent practice and reporting of risk assessments across democratic activities. Ensure all democratic practices operate in line with KCLSU By-Laws and Articles of Association; KCL and KCLSU policies & procedures; and UK charity law and media law. Ensuring compliance with GDPR.
	<p>Stakeholder Management and Partnerships</p> <ul style="list-style-type: none"> Be a lead contact with the National Union of Students (NUS), furthering the interests of KCLSU. Identify and cultivate key relationships and partnerships across Kings College London; students' unions; higher education organisations; and local and national charities and community partners; building networks and knowledge of sector leading developments.
	<p>Daily Tasks</p> <ul style="list-style-type: none"> Line-manage the Democracy Assistant with support from the Community Development Manager. Oversee the elections inbox and respond to enquiries in a polite, timely and professional manner. Support the Community Development Team on day-to-day enquiries, monitoring, processing and responding to students and stakeholders.
	<p>Financial Management</p> <ul style="list-style-type: none"> Manage the elections budget, ensuring the projects are delivered within budget and funds are spent efficiently. Maintain KCLSU assets within the Community Development Team.
Working Hours	The minimum working week is 35 hours. Actual working hours may vary and may on occasion involve some evening or weekend work. This is considered part of the contract and reflected in the grading for the post.
Additional Information	<p>The job description is current at June 2024 and should be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and KCLSU in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive. In particular, given the grading and nature of the post, the responsibilities of, the post holder may well change from time to time. The post-holder may, from time to time, be required to be based at and/or work from any King's College London site.</p> <p>KCLSU has the right to vary the duties and responsibilities after consultation with you.</p>

Person Specification

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • A good standard of general education, ideally to graduate level or equivalent.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of involvement with a students' union or similar membership organisation (either as an employee, student representative or trustee). • Experience of working alongside and in support of student officers. • Experience of working in successful partnerships with a range of stakeholders. • Previous employment in an administrative, governance or democracy role. • Experience working with governing documents and democratic procedures and systems. • Experience of working with volunteers/young people/education or similar. • Experience planning, delivering and evaluating projects with clear aims, objectives and measures. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working with student-led groups.
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of project management methods. • Knowledge of current issues affecting the higher education sector. • Knowledge of principles and processes for providing customer and personal services. • Knowledge of issues and barriers associated with broadening student participation in higher education and/or voluntary sector(s). <p>Desirable</p> <ul style="list-style-type: none"> • Awareness of data protection and confidentiality policy. • Awareness of relevant Health and Safety legislation.
Skills	<p>Essential</p> <p>Communication & Organisation</p> <ul style="list-style-type: none"> • Ability to organise time and resources effectively, working on multiple projects and prioritising varying demands and deadlines. • Excellent organisational and administrative skills, with a particular focus on attention to detail. • Excellent written & verbal communication skills, able to communicate effectively with both internal and external audiences.

	<ul style="list-style-type: none"> • Ability to assist with and deliver training and provide targeted support to groups and individuals. • Strong reporting skills to promote and champion success, activity, and achievements. <p>Team working & Building Relationships</p> <ul style="list-style-type: none"> • Excellent interpersonal skills, enabling effective networking with a wide range of individuals and agencies, learning from existing models of best practice to build beneficial relationships and contacts. • Ability to work as part of a team. • Ability to motivate, facilitate, coach and support others to enable their development. <p>Resilience & Problem Solving</p> <ul style="list-style-type: none"> • Ability to work independently under pressure with a positive attitude towards problem solving. <p>IT Skills</p> <ul style="list-style-type: none"> • Excellent IT skills and ability to learn new systems quickly
Aptitude	<ul style="list-style-type: none"> • Enthusiasm for working with volunteers and a desire to empower individuals, communities and grassroots movements. • A commitment to the principles and practices of equality and diversity. • A team player, willing and actively seeking opportunities to collaborate with others. • Flexible and hard-working with a pro-active work style. • A commitment to working in a student-led environment. • Able and willing to actively demonstrate KCLSU's values.