



Engagement Coordinator – Democracy & Representation

The Engagement Coordinator - Democracy & Representation supports and develops student voice, representation, and democratic engagement across Abertay Students' Association.

Enthusiasm for the core values of the Students' Association as a student-led, democratic, inclusive, ambitious, and caring organisation is essential.

Salary: £28,000 per annum

Contract: This is a fixed-term, one-year post (August 2026 – August 2027).

Hours: 35 hours per week

Location: You will be based at ASA's office in Abertay University, Dundee. Some home working may be allowed with the permission of the line manager and as business needs allow.

Holidays: 33 days annual leave and additional Christmas leave

Benefits: Enhanced sick pay, maternity, paternity, or adoption leave; Regular training opportunities and team development days; Access to Employee Assist Healthcare

Reports to: Chief Executive Officer

Key Responsibilities

Representation

- Deliver on-going training and support to the elected Student Officers and all representation roles.
- Provide support to the elected student officers' manifesto aims and campaigns.
- Create opportunities for representatives to connect, share, and learn from each other.
- Set up and administer representation meetings.
- Organise Student Representative Council and assist Reps with any ongoing issues.
- Ensure proper compliance with governing documentation.

Democratic systems

- Support the review and improvement of democratic activities to encourage participation and meaningful engagement.
- Work with University partners to further develop usage of the student voice platform, Unitu.
- Maintain accurate records relating to elections, nominations, and representative activity.
- Plan and run ASA's election processes, including acting as Deputy Returning Officer.

The ABE108 (Your Student Life) module

- Responsible for the upload and maintenance of the Association's deliverable learning module.
- Regular meetings with staff involved with the MySuccess Modules to monitor effectiveness of learning materials, assessment, and to ensure all content is up to date.
- Work with the module assistants to support the learning journeys of students on the module.

Student Wellbeing

- Support the Student Mental Health Agreement, working with students, the University's Lead, and ThinkPositive.
- Support students with advice and guidance where appropriate, including supporting students in disciplinarys and appeals when needed.
- Provide information, guidance and signposting to students where appropriate.

General responsibilities

- Support key organisational priorities including Welcome Week, campaigns and student engagement activities.
- Comply with the Association's financial, HR and operational policies and plans.
- Manage a budget for activities related to representation and democracy.
- Maintain accurate student records in line with GDPR requirements.
- Follow and comply with all financial guidance and procedures.
- Undertake training and continuing professional development as required.
- Carry out other duties as reasonably required by the line manager.

Person Specification

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Undergraduate degree or equivalent experience in the tertiary education sector. 	
Experience & Knowledge	<ul style="list-style-type: none"> Experience working with volunteers, elected representatives and/or committees. Knowledge of higher education and the issues affecting students. Knowledge of students' union governance structures, including sabbatical officer models, class representative systems, and union constitutions. Understanding of the importance of student voice. 	<ul style="list-style-type: none"> Experience working in a Students' Union, higher education institution, membership organisation or charity. Experience supporting elections, governance processes or democratic structures. Experience designing and delivering training or development programmes.
Competencies & Skills	<ul style="list-style-type: none"> Strong organisational and administrative skills. Strong written and verbal communication skills. Strong attention to detail and accuracy. Ability to plan and prioritise a varied workload. Ability to build positive relationships with a diverse range of people. Proficient using Microsoft Office (Word, Excel, Outlook, Teams) tools or similar. 	<ul style="list-style-type: none"> Ability to design and deliver training or development sessions for student leaders. Experience using data and research to inform planning and evaluate impact. Experience of leading projects with multiple stakeholders.

Values	<ul style="list-style-type: none">• Committed to the values of the Students' Association• Ability to work on own initiative and as part of a team• Proactive and solutions-focused• Committed to student voice and partnership• Willing to take on occasional evening and weekend work	
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