

About the University of Huddersfield Students' Union

Democratic and Student Led

The Students' Union exists to represent students to the University, the media and other outside organisations and to provide key services. Democracy is at the heart of what we do. Five full-time Student Executive Officers are elected annually as Trustees of the Union and they determine the overall policies and make decisions about major issues facing the Union. Alongside the Executive Officers there are also five external lay Trustees, This group of people have ultimate responsibility for the Students' Union and its activities.

The Board of Trustees are supported by a team of professional managers, who implement UHSU policies, undertake the on-going, day-to-day management of UHSU and manage our staff. We have a core staff group of around 30 people, but at any one time we can have up to 100 part-time staff members (mostly students) who work in our shops, bars and other functions.

The University of Huddersfield Students' Union is a 'Not For Profit' organisation. This means that any profit made from our commercial operations goes towards providing services for our student members. Our commercial activities include a bar and entertainments venue, shop, catering services and coffee shop

In addition to the surpluses from our commercial service we receive a block grant from the University that enables us to provide a range of membership services. Our turnover in 2008/09 will be around £1.3m

Membership Services

- A Student Advice and Information Centre general information and advice and specific support with student housing, student health and representation for students in academic matters
- Over 50 Sports Clubs and Societies that students can join
- A Give it A Go Programme that provides social and recreational opportunities for students
- A Volunteering Programme providing students with opportunities to volunteer at over 80 local community organisations and on one off projects
- A Safety Bus that provides students with safe transport home from the early evening till late

Locations of Work

The Students' Union operates principally from its building on the Queensgate Campus but reaches out to the campuses at Oldham and Barnsley we have staff based at these sites and staff regularly travel to these site to provide services

Future Developments, Forward and Strategic Planning

Through 2008/09 the Students' Union is undertaking significant market research and consultation with members to inform the next round of long term plans. This process will inform both the strategic priorities and work of all our staff. In the period ahead we are anticipating some of the following developments and priorities:

- Significantly improving our use of the web and IT to better communicate with our members
- Remodeling aspects of our premises to better serve our members and meet their stated needs
- Re-inventing how we represent students and campaign on their behalf

We have made a commitment to the Students Union Evaluation Initiative, a quality model for Students' Unions. More information on this can be found at www.sueinitiative.co.uk

Our draft Strategic Plan sets out the following high level goals for the Students' Union:

Vision – What is our long term destination?

To be the organisation that drives and improves the Student Experience at the University of Huddersfield

Purpose & Mission – What are we here for?

To provide effective representation and a range of member led services that are of consistently high quality and embrace the needs of our members.

Values - the beliefs and behaviours that keep us on the right route and true to our values

We are committed to

- Learning: developing and educating our members and stakeholders
- Democratic and Accountable Student Leadership.
- Quality: delivering effective, efficient and valued services to members
- Inclusion & diversity
- Student participation and voluntary activity
- A working environment that is safe, fun and productive

Goals – our shorter term achievements and themes?

- Representing and articulating the Huddersfield Student Voice through actively listening & communicating with our members.
- Increasing Student Involvement & Participation: making it easier for students to get involved in their Students' Union
- Making University Life easy and straight forward for our members
- Delivering core services that are effective and valued by members
- Supporting and provide Recreational opportunities for members

Further information about the University and the Students' Union

www.huddersfieldstudent.com and www.hud.ac.uk

Your application & our recruitment process

The information you provide in your application is the only information we will use in deciding whether or not you will be short listed for interview. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible. This is part of our commitment to ensuring equal opportunities for job applicants. Do not substitute your CV for a completed application form, since this will not be considered.

Planning your application

Before filling in the application form read the job information carefully. Each vacancy is based on a job description which lists the main duties of the post and a person specification describing the skills, experience, qualifications and personal attributes we are looking for. Please look at this carefully so that you know what the job involves and the range of expertise required. Ask yourself why you are interested in the job.

Using the person specification

The person specification is the list of criteria or requirements regarded as essential and desirable for the post. To be considered for an interview you have to fulfill each of the essential points of the person specification which are marked 'Application Form', demonstrating your abilities by telling us about your experiences. You need not address those not marked 'Application Form' because these will be assessed at interview or by references.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point marked 'Application Form'. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined. Remember that voluntary work or work at home can be as valuable as paid employment.

Ensure that in the application form you address each point marked 'Application Form' in the person specification as fully as you can. If this is not done, it is highly unlikely that you will be called for interview. The strongest applications will detail with examples how candidates meet the all criteria, including drawing on previous experiences and transferable skills, whatever it is, the most important thing is to tell us - we are unable to guess or make assumptions.

Completing the application form

Decisions about who will be selected for interview will be based on the information you give in your application form. Therefore application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

- It is important that your application relates to the job you are applying for. Do not copy the same one for a series of different jobs.
- Make sure you complete the form clearly typing it or in your own handwriting using black ink (black ink shows up best when photocopied). The Students' Union prefers to receive forms by email, however we recognize that on occasion access to IT may be difficult, consequently the Students' Union will consider hand written applications on our standard application form.
- The job information will state by which date you are to return your completed application. Remember to keep a copy for reference. Applications received after the closing date will not be considered.
- Please also complete the enclosed Equal Opportunities Monitoring Form and return it with the application form.

Short listing

After the closing date, the application forms are read very carefully by the Selection Panel to see how each person's skills and experience relate to the skills and experience in the person specification and applicants who meet these requirements are short listed for interview. Only information contained in the application will be considered in making the decision to shortlist.

Interviews

The Selection Panel is normally made up of three or four people who ask similar questions of each candidate covering the person specification criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the requirements of the post.

- Short listed candidates may be asked to complete a task either at or before the interview.
- You will have the opportunity to ask questions about the job, conditions of service etc.
- Panel members keep a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and justifiable. You should therefore not be worried about the Panel taking notes.
- If a candidate is not able to attend the interview there is no guarantee that an alternative date will be offered. The Panel will consider requests for alternative dates as they arise.

Complaints

We are trying hard to ensure that every stage of our recruitment process is fair and properly thought out. We want to ensure that everyone is treated fairly and helpfully, even if not appointed. If you feel you have been treated unfairly, please write to the General Manager and we will investigate this. We hope you will be successful in your application. However, if you are not, please do not be discouraged from re-applying - your skills and experience may be what we need for our next vacancy.

Data Protection Act 1988

As part of our recruitment and personnel procedures we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. Sensitive personal data is defined by the Act as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions. In relation to recruitment procedures, it is our policy to store data for 12 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially. In relation to individuals appointed to posts, it is our policy to store data about post-holders for the length of their employment by the Students' Union and for 7 years afterwards (for purposes of providing references). Any information of this nature will be treated confidentially. In signing the declaration at the end of the Application Form you will be giving your consent to sensitive personal information being recorded and stored.