

JOB DESCRIPTION

Job title:	Common Rooms Support Coordinator
Location:	4 Worcester Street, Oxford. We expect staff to be on site 60% of the week and up to 100% during term time
Working hours:	37.5 hours per week
Contract:	Full-time, fixed-term for 1 year, with possibility for extension
Salary:	£31,637

Oxford SU

In July 2026, Oxford SU will launch our new 3-year strategic plan, with one of the strategic themes focusing on common room support. This role contributes directly to our aim that common room leaders feel confident, supported, and connected, and that common rooms operate effectively with a reduced administrative burden.

Common rooms are the representative bodies for each of the Colleges at Oxford University. They advocate for undergraduate and postgraduate students within their colleges. They also serve as important community-building spaces. With over 70 common rooms across Oxford, students are typically automatically members of their college common room, and Oxford SU works closely with these bodies to support student representation across the University.

We are introducing this new role to not only support the delivery and ongoing development of our democratic model but strengthen the support the SU provides to common room leaders. This role will provide support to Common Room leaders across shared areas of challenge while strengthening institutional memory and the retention of knowledge.

We're looking for a creative and driven staff member to help us continue improving our democratic processes and support common rooms across the university. You'll work with exceptional elected student leaders and volunteers to make sure our new systems work well for students. We're looking for someone with experience of working within democratic structures who comes with strong relationship building and organising skills.

Oxford SU is a student-led organisation. You'll be working with professional staff and elected leaders and student volunteers across a wide range of projects - balancing your experience and expertise with active student representation and input. We work in a high-support, high-challenge environment - we are a small and relatively flat staff team which means our staff use their initiative and work together as a high performing team.

Job Purpose

The overall purpose of this role is:

- To coordinate and continuously improve Oxford SU's support for common rooms, enabling student leaders to operate effectively, confidently and sustainably.

- To support representative and democratic structures which connect common rooms with Oxford SU, ensuring they remain accessible, effective and responsive to student needs.
- To design and deliver training, resources and support which strengthen student leadership and reduce administrative burden on Common Room representatives.
- To build effective relationships with common rooms, colleges and other stakeholders, gathering insight to inform the development of services, support and representative structures.
- To provide operational support for projects and initiatives which strengthen student engagement and community participation.

Responsibilities

To ensure that Oxford SU remains an engaged, democratic and active students' union. This will include developing, delivering and continually improving support for common rooms within the collegiate University.

- To oversee and deliver the Conference of Common Rooms (CCR).
- To work with students, elected officers, Common Room representatives and staff to develop inclusive, accessible and effective support for common rooms and their leaders.
- To design and deliver training, guidance and resources which enable Common Room representatives to carry out their roles effectively and reduce administrative burden.
- To support Common Room committees with elections, handovers and governance.
- To support Common Room representatives to engage with SU democratic processes and representation work.
- To encourage collaboration, communication and the sharing of good practice between common rooms and across the collegiate University.
- To maintain accurate records, databases and stakeholder information to support effective engagement and communication.
- To provide operational support to the Oxford SU Elections.
- To evaluate the effectiveness of Common Room support and representative processes, using insight and feedback to inform continuous improvement.
- To manage student staff and provide additional operational support as required.

To build strong relationships with common rooms and colleges across the University of Oxford, identifying opportunities to strengthen support, engagement and representation.

- To work with common rooms to identify shared challenges, opportunities and priorities, and develop appropriate support and resources.
- To provide training, guidance and operational support for Common Room representatives which strengthen representative effectiveness, including support for handovers and representative activity.
- To provide events planning and project management guidance to common rooms.
- To provide administrative support for Common Room elections, including returning officer onboarding and guidance on electoral processes.
- To gather and use feedback, insight and data to inform improvements to support, training and representative structures.

- To support the development of representative engagement and community-building across common rooms.
- To develop and maintain effective relationships with common rooms, colleges and other stakeholders across the collegiate University.
- To work with the wider Student Engagement Team to communicate the impact and outcomes of SU activity to members and stakeholders.

General Duties & Responsibilities

- Promote the mission and values of Oxford SU through interactions with internal and external stakeholders, ensuring productive working relationships.
- Adhere to Oxford SU’s Equality and Diversity Policy and demonstrate commitment to its progression
- Comply at all times with Oxford SU’s policies and organisational values.
- Attend meetings and training events as required.
- Have a flexible approach to duties and work, in particular, adopt a teamwork style across the departments and activities of Oxford SU.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested after appropriate consultation and joint agreement.

A typical day in the role could look like:

9:00am-9:30am	Arrive at the office. Check emails for any urgent common room queries or Conference of Common Rooms motion submissions that have come in overnight.
9:30am-10:30am	Update the MSL database with new common room election results from three colleges, ensuring the correct representatives are listed for upcoming CCR meetings. Send welcome emails to newly elected JCR and MCR presidents with information about SU support services.
10:30am-11:30am	Meet with the President for Communities and Common Rooms to review common room feedback from last week's Conference of Common Rooms meeting, checking progress on mandates and preparing updates for the next meeting. Discuss upcoming policy proposals that need motion drafting support.
11:30am-12:30pm	Deliver an in-person training to common room presidents at the Students' Union on effective meeting management and good chair practices.
12:30pm-1:00pm	Lunch break - maybe grab something from the covered market or one of Oxford's many sandwich shops!
1:30pm-2:00pm	Contact three common room presidents who haven't yet confirmed attendance for next week's CCR meeting. Provide briefing on the agenda and answer questions about the motion submission process.
2:00pm-3:00pm	Work on information packs and templates for incoming common room committees on introductions to stakeholder mapping and engagement with key college staff.

3:00pm-4:00pm	Deliver a training session to a college's JCR committee about effective representation and how to gather student views before CCR meetings. Share templates for consultation and feedback collection.
4:00pm-4:30pm	Update risk assessments for motions submitted for next week's CCR meeting and prepare briefing notes for the sabbatical officers who will be chairing.
4:30pm-5:00pm	Record any common room feedback from the day. Follow up on outstanding actions, respond to common room queries, and plan tomorrow's priorities. Update the shared calendar with upcoming election deadlines and meeting dates.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Evidence of relevant training or professional development in areas such as democratic processes, event management, or stakeholder engagement
Experience	<ul style="list-style-type: none"> Experience of working with volunteers, students or campaigners Experience of delivering training Event coordination, planning and management Experience of working within a democratic organisation or structure Experience of working with others to support the delivery of project and impactful outcomes 	<ul style="list-style-type: none"> Experience of delivering democratic processes with a similar membership organization Experience of working with elected officers Experience of working with a CRM or website development Lived experience of studying or working at Oxford University
Skills, Knowledge & Expertise	<ul style="list-style-type: none"> Strong analytical skills with the ability to understand and navigate complex structures Ability to build relationships with stakeholders at different levels. Strong negotiation, partnership building, and networking skills. Project planning and coordination skills Policy analysis & development skills Report writing skills Excellent communication, writing, and presentation skills. 	<ul style="list-style-type: none"> An understanding of the roles and boundaries of non-political staff members in political organisations An understanding of developing constitutions and governing documents An understanding of the UK higher education sector Knowledge of different UK voting systems such as single transferable vote Knowledge of the complex collegiate system, particularly at Oxford.

Values & Behaviours	<ul style="list-style-type: none">• Passionate about supporting and enhancing the student experience• Demonstrates creativity and innovation• Collaborative and team-oriented, fostering a positive and inclusive work environment• High-support, high-challenge approach to working as part of a team	<ul style="list-style-type: none">• Politically astute and comfortable navigating complex power dynamics whilst remaining neutral
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Date Completed:	June 2026
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