

JOB DESCRIPTION

Job title:	Democracy 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 - £35,116

Oxford SU Transformation

Oxford SU has just completed the first year of a major transformation programme. In 2024, we reviewed everything we do and completely redesigned how we work as the representative body for Oxford University's 26,000 students.

We've successfully launched a new democratic structure called Conference of Common Rooms (CCR), which brings together representatives from each college to make decisions and set policy. This was piloted in Trinity Term 2025 and is now our main way of making democratic decisions.

We're now in Year 2 of transformation, building on what we've achieved. We have 4 elected sabbatical officers and up to 30 part-time officers representing different student communities. We also support groups called Representative Committees (RepComs) that bring together students from similar backgrounds to make sure everyone's voice is heard.

Part of our transformation involves helping college common rooms work more effectively as representative bodies within their own colleges.

We're looking for creative and driven staff to help us continue improving our democratic processes and support common rooms across the university. You'll work with talented 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 exceptional 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

- To deliver and continuously improve Oxford SU's democratic procedures, including the Conference of Common Rooms, elections, and representative processes.
- To build strong relationships with common rooms and colleges at the University of Oxford, this might include identifying and developing new infrastructure projects for the SU to take forward.

- To equip common room representatives to advocate on behalf of their members within the collegiate university providing high-quality training and support, developing datasets, insights and policy for common room representatives to use in advocating for themselves and others and, crucially, to support the representative work of the SU.

Responsibilities

To ensure that the Oxford students' union remains a democratic and active students' union. This will include developing, delivering and continually improving democratic procedures.

- Overseeing and delivering the full range of democratic procedures across the students' union including elections, referenda and Conference of Common Rooms
- Working with the wider Student Engagement Team to manage and support the relationship between our democratic procedures and Conference of Common Rooms and other representative spaces such as RepComs and part-time volunteers
- Working with students, trustees, sabbatical officers and staff to continually review and develop our democratic procedures, ensuring in particular that they are inclusive and accessible to all
- With particular reference to elections, overseeing the SU's annual leadership elections, taking a whole-year approach to candidate identification, as well as delivery of a high-turnout election, including acting as Deputy Returning Officer, and coordinating student election helpers
- Designing and delivering high-quality training resources which enable all students to actively engage in our democratic processes
- Working with students to develop motions and ideas into workable policy or actions operating transparently to ensure students understand the limitations of the SU's democratic spaces
- Liaising with SU senior leadership including the Trustee Board to ensure that any policy or actions are properly risk assessed and in line with the SU's bye-laws and articles
- Organising, facilitating and minuting meetings, working groups and other activity, ensuring that our democratic calendar is delivered and actions are completed
- Work with the Communications Manager to own and deliver a strategic communications plan which drives engagement and transparency in the SU
- Ensuring that the democratic processes are regularly evaluated for effectiveness and working within the structures to implement a cycle of continuous improvement.

To build strong relationships with common rooms and colleges at the University of Oxford, this might include identifying and developing new infrastructure projects for the SU to take forward.

- To work with common rooms to drive engagement in the students' union's democratic structures
- To work with common rooms to identify infrastructure, projects and support that the students' union could provide for common rooms
- To work with common rooms to strengthen their representative legitimacy within their individual colleges
- Design, develop and own the SU's common room stakeholder map, supporting improved relationships across the collegiate institution
- Keeping the SU's CRM and database up to date
- Regularly communicating the organisation's outputs, outcomes and impact to the membership and externally

Working with the elected Officers of the Students' Union to equip common room representatives to advocate on behalf of their members within their colleges, providing high-quality training and support, developing datasets, insights and policy for common room representatives to use in advocating for themselves and others.

- To provide high quality training and support for common room representatives, ensuring proper infrastructure for handover as well as providing a regular training programme
- Identifying key policy targets within and across colleges, supporting representatives to collect data, policy & insights, equipping individual common rooms to deliver impactful change within their own colleges
- Providing comprehensive Deputy Returning Officer support for common rooms, supporting them to access our online voting system and deliver their own elections democratically

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 a sabbatical officer to review the action log 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	Facilitate a RepCom meeting for International Students, helping them develop a motion about visa support services for the next CCR meeting. Take minutes and follow up on action points from their previous meeting.
12:30pm-1:30pm	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 election planning for the upcoming officer elections - updating candidate information packs, liaising with the Communications team about promotion, and preparing the online voting system setup.

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	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 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
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 	<ul style="list-style-type: none"> Politically astute and comfortable navigating complex power dynamics whilst remaining neutral

- | | | |
|--|----------------------------------------------------------------------------------------------------------------------|--|
| | <ul style="list-style-type: none">• High-support, high-challenge approach to working as part of a team | |
|--|----------------------------------------------------------------------------------------------------------------------|--|

Date Completed:	July 2025
------------------------	-----------