

► Students' Council & Assembly Chair

Reports to:	Democracy Coordinator
Rate of Pay:	£12.71 per hour (plus holiday pay)
Hours of Work:	Ad-hoc role, minimum guaranteed 10 hours per month, but more hours at peak times of the academic year available / likely. Must be able to attend and Chair the following Students' Council and Students' Assembly Meetings: • Tuesday 10th November (Council) • Tuesday 1st December (Assembly) • Tuesday 26th January (Council) • Tuesday 9th March (Council) • Tuesday 13th April (Assembly & AMM) • Tuesday 4th May (Council)
Contract:	Paid, part-time student role, contracted until 31 st May 2027.
Role summary:	The Students' Council & Assembly Chair plays a vital role in facilitating inclusive, informed, and impactful student-led decision-making. They ensure that Students' Assembly Meetings are accessible, well-structured, and focused on advancing the Union's campaigning and representation priorities. For further information on the role, you can find details in the Students' Union Byelaws, Byelaw 4 Student-Led Decision Making.

Duties and Responsibilities:

Specific Duties and Activities
Facilitation & Inclusion - Promote an accessible and inclusive environment at Students' Council, Students' Assembly and Annual Members' Meetings. - Work with the staff team to appoint appropriate facilitators to support discussion and engagement.
Information & Insight - Ensure proceedings inform student members on the issues being reported and debated. - Work with other SU staff to ensure we present relevant information and invite experts or individuals with lived experience to support understanding of proposals.
Accountability & Oversight - Ensure Elected Representatives report on their work related to Students' Council priorities. - Support meaningful and respectful scrutiny and questioning of elected representatives' reports.
Campaign Development - Guide the Council through prioritisation discussions and votes on campaign and policy proposals. - Support the formation of campaign teams and student involvement in delivery.

Person Specification:

List of the knowledge, skills, experience, and qualifications required for the role and whether these are essential or desirable for the role.

What we are looking for in you:

Qualifications and Experience	Essential	Desirable
Qualifications		

Current student at the University of Lancashire (not serving as an Elected Representative or Trustee).	✓	
Experience		
Experience in student representation, campaigning, or governance.		✓
Experience of Chairing meetings / debates.	✓	
Knowledge	Essential	Desirable
Understanding of the Students' Union's mission, values, and charitable status.		✓
Understanding of broad-based community organising principals.		✓
Skills & Qualities	Essential	Desirable
Strong facilitation and communication skills.	✓	
Ability to work on the fly and find solutions to dynamic challenges.		✓
Ability to remain impartial and promote balanced discussion.	✓	
Commitment to our core principals of equity, inclusion and accessibility.	✓	
Confident with Microsoft 365 package of administration programs (particularly Outlook, Word and Excel).	✓	

What you can expect to learn and develop in this role:

Skills, experience and knowledge available

In depth experience of following good governance principles and acting impartially and neutrally in a professional setting.

Practical knowledge of how to Chair diverse meetings equitably.

Training available from Citizens UK in broad-based organising principals.

Honing the skill of working flexibly with people in facilitation mode and encouraging healthy debate and collaboration.