

# Recruitment Pack

Union Chair

March 2025

Dear Candidate,

Thank you for taking an interest in this role with us at University of Leicester Students' Union.

As an independent charity representing 19,000+ students, we provide a host of services and opportunities to inspire, represent, support and entertain the students of the University of Leicester.

Our mission is to be an empowering, innovative and inclusive student-led Union; championing their interests and providing a home away from home

This role is within our Student Voice Team who are situated in the Percy Gee Building.

The following pages contain all of the relevant information in regards to the role summary and our recruitment process. Please ensure you check the deadline and return your application within this timeframe.

If you have any questions please email [SU-HR@leicester.ac.uk](mailto:SU-HR@leicester.ac.uk)

We wish you the best of luck with your application.

Kind regards

Ian Bruce

Support and Representation Manager

[lrb2@leicester.ac.uk](mailto:lrb2@leicester.ac.uk)

# Application Process

## Personal Specification

The Person Specification is the list of criteria or requirements needed to be successful in the role. To be shortlisted you have to fulfil each of the essential tick boxes. You can demonstrate your abilities by giving examples of previous experience and skills that you believe are transferable. Pinpointing relevant experience and explaining them in your Cover Letter will be valued to your application.

## Completing your application

To apply for this position please send an up to date copy of your CV and a covering letter, to [SU-Vacancies@leicester.ac.uk](mailto:SU-Vacancies@leicester.ac.uk), explaining how your experience and skill-set makes you the best candidate for the position.

In your email, please include the Job Title you are applying for and be sure to submit your application before the stated deadline.

## Shortlisting

All applications will be gathered by our HR department and then sent to the recruiting manager to review. The applications will also be sent to the recruitment panel for discussion. Candidates who meet the criteria are shortlisted for an interview.

## Interviews

The interview panel will consist of 2-3 members of staff in the relevant department, who will ask competency based questions on the specific needs of the role identified in the job description and person specification. For some roles, you may be asked to complete a task or presentation. If you are required to complete a task, you will be informed ahead of time. Ideally, you will have 7 days to prepare for you interview.

If you are unable to attend the interview, please inform us immediately so we can try to accommodate another date. Please keep in mind this is not always possible.

## Job Description

We are seeking an individual with exceptional communication skills who is able to keep calm under pressure to become our Students' Union Chair. You will ideally have a good knowledge of representational structures and be able to effectively liaise with a wide variety of students.

As part of the role, you will be required to remain impartial whilst chairing our Leicester 100 meetings, Election Q&A Sessions and sit on the Students' Union's Nomination Committee, which appoints our Student Trustees.

If you have any questions regarding the role, please get in touch with Ian Bruce at [irb2@le.ac.uk](mailto:irb2@le.ac.uk).

Interviews will take place in the week commencing 31<sup>st</sup> March either on Teams or in-person and full training for the role will be provided.

## Person Specification

Description	Essential	Desirable
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<b>Education</b>		
A student of the University of Leicester for the 2025/26 academic year	X	
<b>Experience</b>		
Of contributing/taking part in representational structures		X
Of building and maintaining professional working relationships	X	
Of liaising with students, staff members, and external individuals		X
Of public speaking to a large audience	X	
Of chairing or/and leading meetings	X	
<b>Knowledge</b>		
Of representational structures either at Leicester or another educational setting.	X	
Of a Students' Union and how it operates, including its representation and democratic structures.		X
Of the importance of data protection and confidentiality.	X	
<b>Skills &amp; Abilities</b>		
Excellent communication and public speaking skills with the ability to relate to people at all levels.	X	
Good organisational skills with the ability to prioritize a busy workload	X	
Ability to keep calm under pressure	X	
Confidence in handling unexpected/difficult situations and dealing with any issues which may arise under own initiative	X	
<b>Values &amp; Behaviors</b>		
Willingness and ability to support the values of ULSU	X	
Enjoyment of working with and understanding of students and a commitment to supporting a democratic and student-led environment	X	
Evidence of reliability and trustworthiness	X	

## Details

Salary:	£12.00 an hour plus holiday pay
Hours of work:	40 hours across the 2025/26 Academic Year
Location:	Percy Gee Building, University Road
Contract:	Casual Student Staff Contract (Only students who will be registered at the University of Leicester for the 2025/26 academic year are eligible to apply)
Reports to:	Support and Representation Manager

## Deadlines

Applications Open:	17 March
Applications Close:	27 March at 9.00am
Interviews:	Week Commencing 31 March either on Teams or in-person