Job Title: Election Ambassadors x 3	
Salary:	**£12.21 per hour including holiday pay**
Hours of work:	**1 hour mandatory training session: 5pm Weds 23rd February 2022 (successful candidates must be able to attend this session)** **15 hours work: Hours to be worked between Tuesday 1st and Friday 4th March 2022**
Report to:	**Student Voice Coordinator (Democracy and Representation)**

Job Purpose:

- To act as an ambassador for the elections, providing information, answering questions and encouraging students to vote for their preferred candidate(s)
- To promote LMSU's Leaders Elections 2022 in a fair and impartial manner
- To help ensure the elections run smoothly and increase voter turnout

Main Duties and Responsibilities:

Promoting and assisting with the running of elections

- To be an ambassador for LMSU's Leaders Elections 2022
- To proactively approach and talk to students during the elections, the positions up for election and how to vote
- To provide impartial information about candidates, answer questions knowledgeably and enthusiastically and proactively encourage students to vote for their preferred candidate(s)
- To distribute publicity materials directly to students
- To assist students who wish to vote using Union tablets
- To assist with the set-up up, staffing and pack-down of polling stations and candidate
- well-being areas as required
- To assist the smooth running of events related to Elections, including set-up, operation and clear-out

General

- To attend all training, briefings and events as may be required for this post
- To carry out duties at all times in compliance with Goldsmiths Students' Union's policies and procedures
- To carry out any other relevant tasks in order to fulfil the overall requirements of the post and assist with the smooth running of the Union's elections
- To perform any other reasonable duties in consultation with your line manage

<u>Miscellaneous/ Other Duties:</u>

- Act as an ambassador for the SU, promoting a positive image in everything that you do
- Attend meetings and training events as required to aid SU and your own personal development
- Undertake training and develop specialist knowledge in appropriate areas
- Comply with and promote the environmental and sustainability policies and practises within the SU
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of the SU
- Carry out all duties in accordance with the SU policies designed to protect members of staff and students from harassment.
- To not act in a prejudicial or discriminatory manner towards staff, students, visitors, or members of the public. The postholder should also counteract such practise of behaviour by challenging or reporting it.
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the SU and University Health and Safety Policies, Codes of Practice and local arrangements
- Cooperate with the line manager or any other person with specific responsibility for health and safety, to enable the SU's and University's responsibilities under the Health and Safety at Work Act to be performed
- Demonstrate a commitment to working in a democratic environment
- The SU will require the appointee to undertake a Disclosure and Barring Service (DBS) Check prior to employment commencing. The DBS clearance will be sought by the SU
- The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required
- The job holder may undertake other duties of a reasonable nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder
- The job description may be subject to amendment from time to time after discussion with the post holder
- This job description does not constitute part of the contract of employment

Review Clause:

This is a description of the job as it is presently constituted. It is the SU's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations s/he may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date on which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means is appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation depending on the extent and scope of the changes.

Personal Specification

Attributes	Relevant Criteria	How Identified	Rank
1. Relevant Experience	Current registered student at London Met University	Application form	Essential
2. General & Special Knowledge	Have an understanding of, and commitment to, the democratic nature of	Application form and interview	Essential

	the Students' Union		
	Have an understanding and appreciation of diversity, showing a commitment to promoting inclusivity		Essential
	Knowledge of LMSU's democratic processes		Desirable
4. Skills & Abilities	Ability to work both independently and as part of a team	Application form and interview	Essential
	Ability to be a proactive self-starter, effectively getting on with work		Essential
	Excellent communication and interpersonal skills, including an ability to engage enthusiastically with students		Essential
	Ability to act impartially		Essential

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a shortlist.