



**Maynooth Students' Union**  
**Aontas na Mac Léinn Mhá Nuad**

## **Representation Administrator (Democracy)**

- Are you passionate about student representation and empowering the student voice? Maynooth Students' Union (MSU) is seeking a dynamic Representation Administrator (Democracy) to drive our democratic processes, ensuring they are inclusive, engaging, and accessible to all students.

### **The Role**

- As the Representation Administrator (Democracy), you will play a vital role in amplifying the student voice, removing barriers to participation, and increasing engagement across the MSU community. If you're a proactive leader with a passion for fostering student-driven change, we want you on our team!

### **Principle Duties**

- **Coordinate and Administer MSU Elections:**  
You will oversee the planning, coordination, and execution of MSU's bi-annual elections for both the Executive and Student Senate, as well as any supplemental bye-elections. Whether online or in-person, you'll ensure that elections are run fairly, transparently, and with high levels of student engagement. Your role will involve liaising with candidates, managing voter communication, and providing support to ensure the integrity of the electoral process.
- **Manage Referendums and Implement Results:**  
MSU holds referendums on a variety of important student issues, including constitutional amendments, policy changes, and affiliations with external bodies. You'll be responsible for the administration of these referendums, from the initial announcement to the counting of votes. You'll also support the MSU President, Executive, and relevant MSU staff in implementing any policies that arise from the referendum outcomes.
- **Analyse and Improve Participation:**  
A key part of your role will be to identify and understand barriers to student participation in democratic processes. You'll use data from elections and referendums to assess trends and gather feedback through surveys, reports, and development plans. Your insights will drive continuous improvements, helping to increase voter turnout, candidate participation, and overall student engagement with MSU's democratic structures.
- **Provide Administrative Support for the Electoral Commission and Representative Bodies:**  
You'll play a vital support role for the MSU Electoral Commission, preparing agendas, attending meetings, and taking minutes to ensure all discussions and decisions are

properly recorded. You'll also support other MSU representative bodies, ensuring that democratic processes are properly followed and that outcomes are communicated clearly and effectively to the student body.

- **Develop and Deliver Student Leadership Training and Workshops:**  
You'll coordinate and facilitate leadership training programs to help students understand their roles within MSU's democratic structures. These workshops will help elected representatives and candidates develop the skills they need to engage effectively with the student body, and to fulfil their roles in driving MSU's vision forward.
- **Coordinate the Review and Development of Electoral Policy:**  
In partnership with your line manager and relevant MSU staff, you will be responsible for reviewing and developing MSU's electoral policies. This includes examining the effectiveness of current processes, proposing updates, and ensuring that MSU's elections and democratic systems stay up-to-date and fit for purpose.
- **Enhance Communication and Awareness:**  
You'll work closely with the Communications team to manage the dissemination of key information related to elections and democracy at MSU. This includes maintaining up-to-date content on the MSU website, drafting engaging newsletters, creating social media posts, and developing materials for on-campus displays. Your goal is to ensure that students are informed about upcoming elections, referendums, and other democratic processes so they can participate fully.
- **Support Students in Engaging with Democratic Processes:**  
You'll be the go-to person for students who want to get involved in MSU's democratic structures. Whether they're running for election, voting in a referendum, or simply seeking advice on how to engage, you'll provide guidance and signpost them to the appropriate representatives or staff members.
- **Stay Current with Sector Trends:**  
Keeping up-to-date with the latest trends and best practices in student engagement and democratic representation will be a key aspect of your role. You'll bring fresh ideas and innovative approaches to continuously enhance MSU's democratic processes, ensuring they remain accessible and meaningful to students.
- **Other Duties:**  
As MSU evolves, your role may require flexibility in duties (including supporting the other Representation Administrators), but you will always remain central to the representation and democratic support functions.

**Note:** as the Maynooth Students' Union continues to expand and evolve, it is likely that some flexibility, regarding the allocation of specific duties, will be necessary. Accordingly, the list of duties detailed above is not intended to be exclusive or restrictive; duties may be added or withdrawn but any such alterations will take place within the remit of representational support.

### **What We're Looking For:**

- Experience in student representation, engagement, or a similar administrative role.
- Strong understanding of student needs and a commitment to enhancing the student experience.
- Excellent planning and organisational skills, with the ability to manage multiple tasks under tight deadlines.
- Strong communication skills, both written and verbal, and a collaborative working style.

### **Maynooth Students' Union**

- Maynooth Students' Union is the representative body for the students of Maynooth University (MU) and St Patrick's Pontifical University (SPPU) and seeks to serve their social, cultural, welfare, educational, political, and developmental needs, to further their interests, and generally to enhance their well-being. MSU operate a student centre and provides a range of support and other services to the student body. MSU also operates as a registered club for the purposes of running a members' bar and venue.
- MSU is an unincorporated association whose aims and objectives are defined by its Constitution adopted by its members.
- MSU's activities are primarily directed through the MSU Executive (comprising elected Full Time and Part Time Officers) with policy oversight from the MSU Student Senate (comprising the MSU Executive, Student Academic Reps, Clubs & Societies Council Members, and directly elected Student Senators, representing various interests) together with governance oversight from the MSU Board of Trustees. The MSU President is the prime student representative. The MSU President is assisted by the MSU Executive, the MSU Student Senate, and by the MSU Director General and their staff.
- MSU is a member organisation of the Union of Students in Ireland.

### **Why Join MSU?**

We offer a range of benefits to ensure you feel supported and valued as part of our team:

- **Training and Professional Development** opportunities.
- **Pension Scheme** with up to a 5% matching contribution.
- **Cycle-to-work scheme** and **Tax Saver programme**.
- Employee discounts at MSU services, on-site parking, and 25 days of annual leave.
- Access to MSU's **Learning Hub**, **Wellness Hub**, and **Employee Assistance Programme**.

### **Selection and Appointment**

- Only shortlisted candidates will be invited to attend for interview.
- Appointments will be approved by the MSU Director General based on the recommendation of the interview panel.
- The appointment is expected to be effective as soon as possible thereafter.

### **Terms and Conditions**

- This is a full-time position with a salary band of **€26,000 - €32,000**, commensurate with experience.

### **Data Protection**

- Maynooth Students' Union will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.
- If your application is successful and you accept an offer of employment at Maynooth Students' Union, then your personal data will continue to be processed in accordance with our Privacy Notice for Employees.
- You can view our Job Applicant Privacy Notice on our website: <http://msu.ie/your-union/data-protection-policy.html>.

### **Application Procedure**

- We would be delighted if you applied for our Representation Administrator (Democracy) role. To do so, please:
- complete the **questions** on the Indeed platform
- submit a **CV** (no greater than two A4 pages) and **cover letter** (no greater than two A4 pages outlining your motivations for applying for the role and your knowledge, experience, and skills that will enable you to be successful in the role). These must be attached as one document through the Indeed platform.
- You are welcome to communicate with us through the Indeed platform if you would like to have an informal chat about any aspects of the role or application process.
- Maynooth Students' Union is an equal opportunities employer.

### **Closing Date:**

- **23:30hrs (local Irish time) on Sunday, 20 October 2024**
- Late applications will not be accepted.

**Join us and make a meaningful impact on student life at Maynooth!**