



Maynooth Students' Union
Aontas na Mac Léinn Mhá Nuad

Representation Administrator (Governance)

- Are you passionate about student representation and empowering the student voice? Maynooth Students' Union (MSU) is seeking a dynamic Representation Administrator (Governance) to ensure the effective administration and operation of MSU's representative bodies and support MSU officers in understanding their constitutional roles, responsibilities, and processes.

The Role

- As the Representation Administrator (Governance), you'll be at the heart of Maynooth Students' Union's governance and representation structures, ensuring they operate smoothly and effectively. If you're a proactive leader with a passion for fostering student-driven change, we want you on our team!

Principle Duties

- **Lead Administrative Support for Representative Bodies**
You'll be the engine behind the MSU Executive, Student Senate, and their subcommittees, ensuring everything runs like clockwork. From preparing agendas and managing attendance to taking minutes and following up on actions, your attention to detail will ensure our governance structures stay organised and effective. You'll be the point of contact for these key representative bodies, keeping everyone informed and ensuring meetings are productive.
- **Plan and Coordinate Key Dates & Communications**
You'll take charge of planning and communicating all important dates for MSU's representative bodies. Whether it's meetings, elections, or key governance milestones, you'll make sure that all student officers, staff, and members know what's happening and when. You'll keep governance on track and make sure everyone is in the loop.
- **Maintain and Develop Governance Structures**
You'll manage the cycle of business for each representative body, ensuring that meetings, projects, and policies are moving forward smoothly. Your work will also include maintaining and developing the MSU Policy Manual, ensuring that MSU's governance framework is up to date and in line with best practices. You'll help guide the growth and development of our structures to ensure they meet the evolving needs of students.
- **Support the Executive's Plan of Work**
You'll play a key role in supporting the delivery of the MSU Executive's Plan of Work. From helping to organise projects to tracking progress and milestones, you'll ensure the union's leadership is well-supported and able to deliver on their goals for the year.

- **Foster Engagement & Increase Participation**

You'll be at the forefront of driving engagement in MSU's representative structures. By creating development plans, surveys, and reports, you'll monitor participation, understand barriers to involvement, and implement strategies to increase student engagement. Your work will ensure that our governance bodies are truly representative of the student voice.

- **Develop and Deliver Workshops & Campaigns**

You'll take the lead in coordinating and delivering workshops, training sessions, and campaigns around student representation and leadership. Your work will help foster the next generation of student leaders and ensure they have the tools and knowledge to represent their peers effectively.

- **Coordinate Communication Efforts**

Working with your line manager and other staff, you'll help to ensure that all communications related to governance are clear, timely, and accessible. From website updates to newsletters and social media, you'll ensure that MSU's governance work is visible and that students know how to get involved.

- **Support & Guide Students**

You'll be a key resource for students seeking to engage with MSU's governance structures. Whether they're new to student representation or looking to take on leadership roles, you'll guide them through the process, ensuring they understand how MSU's governance works and how they can participate effectively.

- **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 (Governance) 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 at MSU and be part of an exciting team dedicated to enhancing the student experience!