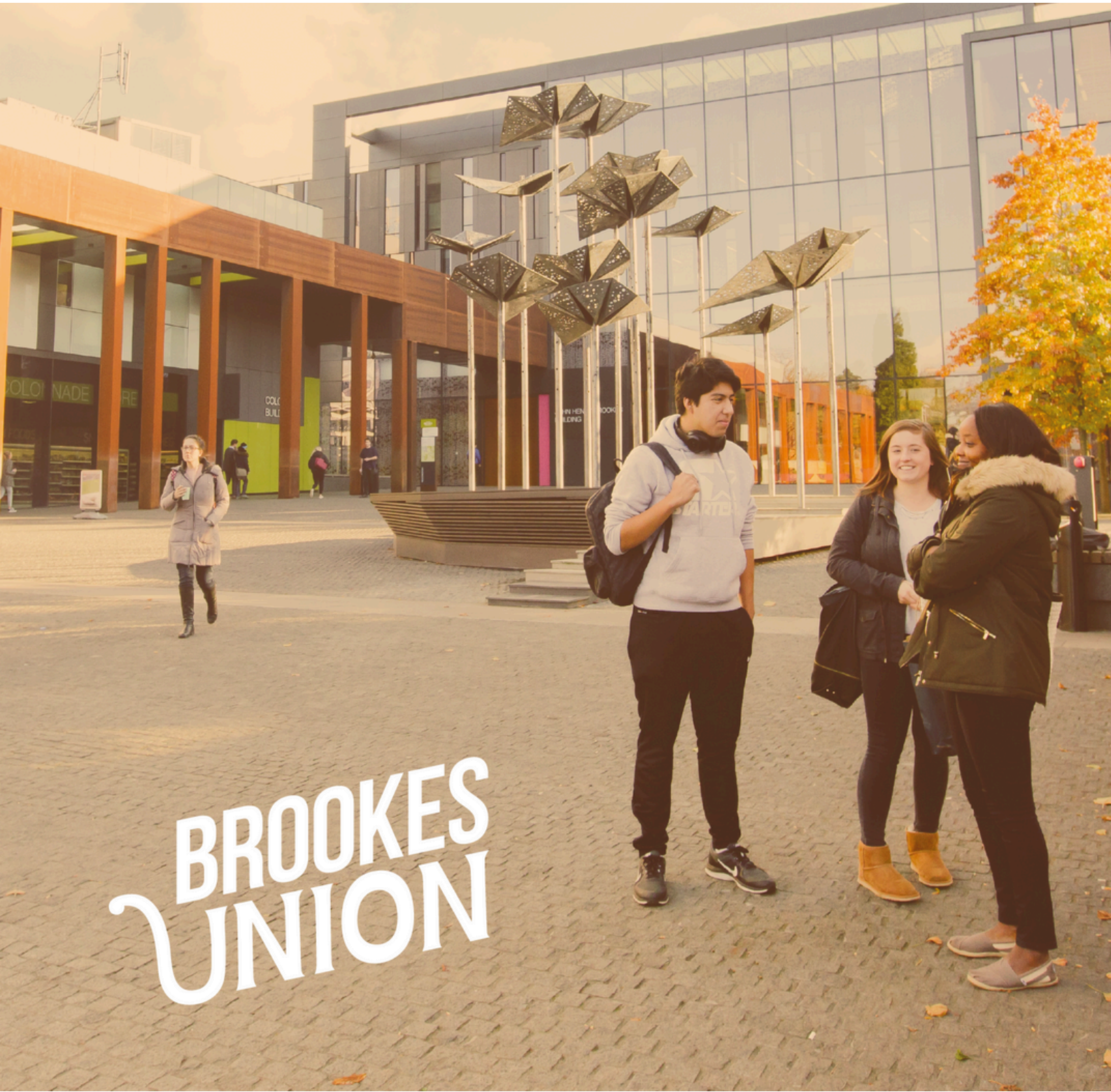
Recruitment Pack

Democracy and Campaigns Coordinator



About Brookes Union

Our vision for the future:

> A community where every student belongs.

Our current strategy sets out the goals and aims we have to realise this vision, and provides a clear roadmap to work with students to create spaces and opportunities to build strong communities.

In delivering our strategy, we are guided by our organisational values. We practice and live these values through all of our interactions with each other and our students.

Brookes Union is a democratic membership organisation and a charity. We're independent from Brookes University.

Our decisions are driven by the needs and views of students- we elect 4 student officers every year to lead the organisation.

Our Values:

We are Inclusive

We are Collaborative

We are Empowering

Our strategic aims:

Belonging

Collaborative change

Employability

Our team

Brookes Union employs a team of full-time staff members who work closely with the elected representatives to make change at Brookes. We also employ student staff members who work part-time, supporting our campaigns and events.

Our staff are supported by hugely talented and committed student volunteers who bring their creative ideas to our campaigns and activities on campus.

Our location

You'll find the Union's offices in the John Henry Brookes Building (JHB) on Headington campus. We're on the first floor, above Union Square.

Oxford, the City of Dreaming Spires, has a remarkable place in British history. For over 800 years, it has been a home to royalty and scholars. Nowadays, the city is a bustling cosmopolitan place, home to a growing hi-tech community

If coming to work at Oxford Brookes would mean relocating, you can find out more about living and working in our city at oxfordcity.co.uk or experienceoxfordshire.org.

Staff Benefits

At Brookes Union we value our people. We have developed a range of benefits to support and motivate our people. As a small organisation we are able to tailor our benefits to get the best out of people. Candidates can see a fuller list on our Induction Site.

Flexible Working

Our normal working week is 35 hours, giving you more flexibility to fit work around your home life. We have a generous hybrid working policy which means you can work from home when needed, as long as you can commit to being in the office on average 3 days a week.

Annual Leave

We offer 28 days of annual leave per annum, plus bank holidays and extra closure days in December, August and April. We also give everyone the chance to take up to two duvet days per year.

Training & Development

We have a strong commitment to supporting our staff to grow and develop within their role. All staff are supported to identify their own path for growth using competencies. We also offer up to three days of paid leave for volunteering activities.

Pension

We offer a 6% contribution to your occupational pension.

Enhanced Parental Pay

We offer 13 weeks fully paid and 13 weeks half-pay maternity pay, with up to 62 weeks' leave. We also offer 6 weeks fully paid paternity leave and encourage staff to use shared parental leave.

Enhanced Sickness Pay

We offer 3 months fully paid and 3 months half pay sickness pay after probation.

Your role

Key information:

Job title:	Democracy and Campaigns Coordinator
Salary:	£29,676
Contract:	Full time
Hours:	35 / week
Location:	Oxford, Headington - we ask staff to spend at least 60% of their time on-site
Reports to:	Head of Communications and Engagement

Purpose of the role:

The Democracy and Campaigns Coordinator's main responsibilities are to support the development of the Union's campaigning activity, working closely with colleagues to provide support for the elected officer team's campaigning priorities for the year. They will play a lead role in the planning, development and delivery of change-making campaigning activity on a wide range of issues. They will also support our democratic processes and work to increase participation in these and promote a culture of student involvement through campaigns and democratic functions.

Main responsibilities:

Campaigns:

- Coordinating all aspects of the Union's officer and student-led campaigning. Providing project management for campaigns and ensuring that campaigns are well planned and evidence-led.
- Ensuring that student and officer led campaigns are effective, empowering and create change
- Work closely with the Communications and Engagement team to develop campaign materials, and communication strategies to inform and engage students in campaign activity, achievements and opportunities.

Student-led Networks:

- To be the main point of contact for the Union's liberation and identity-based student-led networks; supporting them to organise events, activities and campaigns
- Alongside colleagues, coordinate the student-led networks, elected officers, student leaders and other groups in planning and delivering key activities such as Black History Month or LGBTQ+ History Month.
- To develop and deliver the on-going training, support and recognition of part-time representatives and network leads.

Democratic Processes:

- Alongside the Head of Communications and Engagement, deliver and develop the Union's key democratic activity including elections, all-student meetings and referenda in accordance with the by-laws
- Act as Deputy Returning Officer (DRO) for elections and by-elections as required, advising on rules and procedures and ensuring complaints are handled fairly and promptly. Lead on the relationship with the Returning Officer, who is normally NUS
- Monitor and review the performance of democratic activities, for example: reporting on participation rates, demographics of candidates and suggesting improvements.
- To lead on the implementation of democratically passed policy, including providing Officers with a framework for influencing and lobby and/or delegating responsibility for policy implementation to other members of staff where they relate to operational changes

General Duties:

- Supervise student staff as required
- Lead on, contribute to, or take part in occasional organisation-wide events and activities including Freshers Fair, Awards Ceremonies, Open Days, elections, Officer Campaigns and organisational change projects or similar
- Ensure and role-model a positive organisational culture at all times, living by the Union's values
- Minimise environmental impact by attending to your duties in a resource efficient manner, and actively support the delivery of the SU's Environmental Policy in the performance of your role.
- Support the elected Officers to deliver on their manifesto pledges or other ideas, campaigns and lobbying using whatever means available to you
- Continually streamline services using technology and digital solutions
- Lead on the development of online content related to your area of work including social media and website content
- Support Brookes Union to deliver its strategic and operational KPIs
- Supporting the CEO to report regularly to the Board of Trustees, producing and presenting reports upon request
- Any other duties commensurate with the role, as required

Person specification

Person Specification	Essential	Desirable	Tested at...
Experience/Knowledge/Understanding			
Experience of working within, or an understanding of students' unions or other similar membership organisations	x		Application/ Interview
Experience of working within, or an understanding of the principles of inclusive democracy	x		Application/ Interview
Experience of, or an interest in campaigning/organising theory and practice	x		Application/ Interview
Tangible experience of leading a campaign or project, which resulted in success		x	Application
Qualifications/Training			
Relevant professional qualification		x	Application
Role relevant training		x	Application

Personal Attributes			
A demonstrable understanding of, and commitment to living by the Brookes Union Values	x		Interview
A demonstrable understanding of, and commitment to equality and diversity in the workplace	x		Interview
Ability to motivate others to achieve a goal	x		Interview
A passion for change-making and social justice	x		Interview
A collaborative approach to work	x		Interview

Our Commitment to inclusion

We're committed to ensuring our workforce reflects the diversity of the world and student community we're based in. We aim to ensure that everyone is valued, included and supported in our diverse community by creating an environment where every person is able to bring to their work the fullness of their lived experience, made of up the many unique influences that shape who they are today.

We respect everyone's individual identity and celebrate difference, and therefore positively encourage applications from all candidates; irrespective of age, disability, gender, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

How to Apply

Please read the full candidate pack before making your application.

Please upload a supporting statement of no more than two sides of A4 outlining why you are interested in this role and how you meet the specification, alongside a copy of your CV.

If you have any questions about the role or the recruitment process please email: su.hr@brookes.ac.uk

Applications close: Wed 14 January 2026 at 11:59pm
Interview: We intend to interview on Mon 26 January

Complete your application

Thank you for your interest in this role, we cannot wait to hear from you!

BROOKES UNION
Est. 1921