

# Recruitment Pack

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## Head of Education



# 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.

## Our Values:

We are **Inclusive**

We are **Collaborative**

We are **Empowering**

## Our strategic aims:



Belonging



Collaborative change



Employability



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 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](http://oxfordcity.co.uk) or [experienceoxfordshire.org](http://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.



## 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.



## Pension

We offer a 6% contribution to your occupational pension.



## Enhanced Sickness Pay

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

# Your role

## Key information:

<b>Job title:</b>	Head of Education
<b>Salary:</b>	£46,323
<b>Contract:</b>	Full time. Fixed-term contract (24 months)
<b>Hours:</b>	35 / week
<b>Location:</b>	Oxford, Headington - we ask staff to spend at least 60% of their time on-site
<b>Reports to:</b>	CEO
<b>Responsible for:</b>	Academic Voice Coordinator and student staff working on policy, research and insight

## Purpose of the role:

This role will operate at a senior manager level and focus on developing our education work to ensure that we are able to effectively represent the academic interests of our students and to drive change across the institution. You'll oversee the student representation system and lead on policy and influence work.

- Be an active member of the Union's Senior Leadership Team, responsible for developing & delivering on the Union's strategy, operating plans, budgets and KPIs
- Support the Union to deliver its core function of representing students through effective engagement in and communication of the Union's campaigning and lobbying activity
- Support the elected officers to deliver high-impact and evidence-lead campaigns and activities
- Support the continuous improvement of the Union's services, culture and performance

## Main responsibilities:

### The priorities for the post holder would include:

- Leadership for our voice, representation and influence work, shifting the focus to an impact driven team;
- Leading an insight driven approach to this work, enabling us to be seen as the experts in our students;
- Developing key partnerships with the institution, especially at a faculty and school level;
- Leading the development of a community-centred approach to representation, working with the Communities team and others across the sector to develop how we bring academic communities and academic representation together more effectively;
- Embedding student voice and influence into academic processes across the institution, ensuring that students are involved in key decisions;
- Developing an Influence and Change Framework with the University, which sets out how the two organisations will work together to ensure that students can positively impact their academic experience;
- Working with the University to establish credit bearing co-curricular opportunities for our students and our student leaders;
- Leading student submissions for key activities and policy development. Specifically acting as the Students' Union staff lead for TEF 2027, ensuring that student voice plays a central role in the process.



## **Relationships:**

- Develop relationships with key stakeholders across the University,
- Develop and maintain effective working relationships with other Students' Unions, NUS and other student engagement networks
- Building strong relationships with key stakeholders across the University

## **Senior Leadership Team:**

- Supporting the CEO to report regularly to the Board of Trustees, producing and presenting reports upon request
- Responsible for building strong and sustainable relationships internally and externally which support the Union in achieving its KPIs and objectives
- Provide effective and comprehensive line management to your team including objective setting, personal and professional development, appraisals, performance management and wellbeing/pastoral support
- Responsible for ensuring that our elected Officers are high-performing and well respected. This includes ensuring that Officers are able to influence change at the highest levels within the University
- Responsible for developing and delivering the Union's organisational strategy, including setting and monitoring progress towards ambitious KPIs



## General Duties:

- 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
- 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.
- Ensure and role-model a positive organisational culture at all times, living by the Union's values
- 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
- Any other duties commensurate with the role, as required



# Person specification

Person Specification	Essential	Desirable	Tested at...
<b>Role relevant experience</b>			
Experience of working within higher education and a strong understanding of HE quality and governance processes including the role of the QAA, OIAHE and OFS	x		Application
Experience of working within, or an understanding of students' unions or other similar membership organisations	X		Application
Experience of working within, or an understanding of the principles of effective senior leadership, including demonstrable direct line-management experience	x		Application/ Interview
Experience, or understanding of organisational planning and delivery including financial, strategic and operational planning	x		Application/ Interview
Experience, or understanding of delivering to KPIs in an impact-led environment	x		Application/ Interview
Understanding of higher Education policy	x		Interview
Ability to use data to support the elected officers with their campaigns	x		Application
Excellent oral and written skills, including presenting to a variety of audiences	x		Application
The ability to read, understand and disseminate complex committee papers		x	Application/ Interview

Qualifications/Training			
Proficient IT skills	x		Application
Key Competencies			
Teamwork - works collaboratively across the organisation, shares information and knowledge			Interview
Relationship-focused - actively forms productive professional relationships with key stakeholders including students and university staff			Application/ Interview
Continual Improvement - is able to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance			Application
Motivational Leadership - actively leads, establishes expectations, accountabilities, purpose and vision, creating an environment where others can achieve optimal performance			Application
Communication - provides clear, consistent and appropriate messages at all levels of our students' union and beyond.			Application
Seeks to be an Expert - aims to be an expert in their area, able to deliver consistently and to a high standard. Committed to personal and professional development.			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

# 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](mailto:su.hr@brookes.ac.uk)

The closing date for applications is **11:59pm on 14/01/2026**.  
We intend to hold interviews on **Thu 22 Jan**.

[Complete your application](#)

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



**BROOKES  
UNION**  
*Est. 1921*