

## THREE TEMPORARY VACANCIES FOR AN ELECTION ASSISTANT (VOTE HERDER)

- Contract:** Temporary to cover the Union Election voting period from Monday 14th – Wednesday 16th October.  
*\*Please note: Successful applicants will be expected to attend a compulsory paid training session held on Wednesday 9th October 2024 or Thursday 10th October 2024\**
- Work pattern:** Ad hoc but shifts are usually between 9.00am and 5.00pm
- Salary:** National minimum wage / national living wage per hour
- Location:** Across the University's Kedleston Road, Markeaton Street, Britannia Mill, and One Friar Gate Square sites

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The Union of Students is a democratic organisation to represent the students at the University of Derby. To do this, we have to elect students for our Officer positions with specific tasks in order to best represent our members

We are looking for students to assist the Union Voice Team in the Union Election process throughout the voting periods by talking to students about the Union Elections, encouraging them to vote, and supporting students in using the voting software

There are several Election voting periods throughout the academic year which successful candidates can get involved with. This role initially covers the Snap Election's voting period (Monday 14th – Wednesday 16th October)

Most shifts are concentrated around the busy lunchtime periods and are negotiable to fit around teaching and study commitments

The role of an Election Assistant (Vote Herder) is varied and fun, with plenty of student contact.

So, if you are a quick learner, able to remain impartial, and would enjoy talking to students about the Union, the Election process, and encouraging them to vote, then we want to hear from you. Training will be provided.

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To apply for this role please submit a written statement of no more than 300 words outlining relevant experience and why you feel you would be a suitable candidate for this role. Applications can be submitted at [Union of Students Derby University \(breathehr.com\)](https://www.breathehr.com)

The deadline for us to receive your application is **9.00am on Friday 27th September 2024.**

Applicants chosen to progress will be informed no later than **4.00pm Friday 27th September 2024** and sent an interview questionnaire which must be completed and returned no later than **12.00pm on Wednesday 2nd October.**

Successful applicants will be expected to attend a compulsory paid training session held on **Wednesday 9th October or Thursday 10th October 2024.**

If you have any questions about the role or the application process, please email [alexa.toms@derbyunion.co.uk](mailto:alexa.toms@derbyunion.co.uk)

## Diversity and Inclusion

The Union of Students are an equal opportunities employer; and encourage and value diversity for our employees. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement or once in post.

We will select the best candidate solely on the basis of merit and ability to do the job. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation or any other reason will form no part of our selection process. We champion equal opportunities, equality, and dignity in the workplace.

We can objectively justify why certain roles are designated for students. We have a commitment to provide casual employment to students where roles are identified that suit such a cohort.

## PART TIME ELECTION ASSISTANT (VOTE HERDER) JOB DESCRIPTION

**Reporting to:** Democracy & Governance Coordinator

### Purpose of Role

To talk to students about the Union Elections and encourage them to vote, as well as receive any feedback about the elections process.

### Key Tasks

- Approaching students on campuses across the University of Derby to encourage students to vote in the Union Elections.
- Remain impartial at all times to the various candidates running in the elections
- Gain an in-depth knowledge of the elections process to confidently reply to questions about the elections process.
- Receive any feedback from University of Derby students about the elections process.
- Assist with social media promotion by being a positive Union ambassador on social media channels.
- To observe all union policies, governing documents, financial regulations and legal requirements.
- To undertake any additional duties required for the role.

### General Notes

The principal roles and responsibilities may change from shift to shift, and the post holder may be required to undertake any additional duties as deemed appropriate.

Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide

Please note it is imperative that post holders remain impartial in the election process whilst they are on shift or talking to any students they have met through the role.

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**PART-TIME ELECTION ASSISTANT (VOTE HERDER)  
PERSONAL SPECIFICATION**

<b>CRITERIA</b>	<b>Requirement</b>
<b>REQUIREMENTS:</b>	
Currently studying at Derby University	Essential
Available to work in the UK	Essential
Hold a full driving license and have a car at the University	Desirable
<b>EXPERIENC</b>	
Of conducting face to face research	Desirable
Of managing multiple tasks	Essential
Of promoting events or campaigns on the ground	Desirable
Of working effectively in a team and using own initiative	Essential
Proficient use of tablets (preferably kindle fire) and website	Desirable
<b>ATTRIBUTES/SKILLS</b>	
Excellent interpersonal and communication skills	Essential
Able to approach and talk to students about the Union Election process (training will be provided)	Essential
A positive ambassador of the Union of Students	Essential
<b>VALUES AND ETHICS</b>	
Desire to work within a democratic and student-led environment	Essential
Understanding and commitment to equal opportunities	Essential
Desire to work within an organisation that serves a culturally diverse membership	Essential
Committed, positive, outgoing, and approachable with a 'can do' attitude	Essential