



**Southampton University
Students' Union**

University of Southampton Students' Union
University Road
Highfield
Southampton
SO17 1BJ

Tel: 023 8059 5200

JMT/Q

6 July 2006

Dear Applicant

International Students' Adviser

Thank you for your enquiry regarding the above post. The following items enclosed should help you to decide whether to apply and also act as a source of reference to the person eventually appointed.

- Further particulars of the post
- Information about the Students' Union
- Application form
- Equal Opportunities Monitoring form
- Equal Opportunities Statement

The information contained within covers much of the requirements of the post but in an organisation as diverse as the Students' Union a wide variety of duties need to be performed so there may necessarily be some omissions. It is hoped, however, that the information provided will have the effect of encouraging applications.

The Students' Union is a friendly and rewarding place in which to work with many members of staff having completed ten and even twenty years of continuing service.

The closing date for applications is Wednesday 12th July 2006. I look forward to receiving your application should you decide to apply.

Yours faithfully

Joanna Thurlow

Joanna Thurlow
Personnel Manager

SOUTHAMPTON UNIVERSITY STUDENTS' UNION (SUSU)
Appointment of International Students' Adviser (ISA)

Applications are invited for the full time post of International Students' Adviser within the Students' Union Advice and Information Centre (SUAIC). The main purpose of the post is to provide a professional advice and information service for international students of Southampton University. The vacancy is created as a result of the retirement of the existing post-holder. The post reports directly to the SUAIC Manager.

SUAIC currently consists of the Manager, one other International Students' Adviser (ISA), a Generalist Adviser, a Teacher of English to Partners of International Students and two Administrative Assistants/Receptionists. The Centre is located in the University's purpose built Student Services Centre at the Highfield campus of the University, but the post-holder may also be involved in outreach services at other sites.

Specific Duties of the Post

The ISA will work with the existing ISA to:

Advice and Information

- 1) Provide a high quality, independent, professional, specialist advice and information service to international students and their families on finance, immigration, academic appeals, discipline and complaint hearings, housing and other relevant subjects
- 2) Refer as necessary individual cases on to appropriate agencies (i.e. immigration solicitors/cultural organisations)
- 3) Be the named primary contacts within SUSU and the University and to be responsible for all matters relating to student immigration in accordance with O.I.S.C. requirements to level 2; including the effective management of the Home Office Batch Scheme (visa extension scheme)
- 4) Work with the SUAIC team in the provision of advice and information to international students of the University in accordance with Community Legal Services requirements. The post-holder will observe policies and procedures on confidentiality, impartiality, equal opportunities, health and safety etc.
- 5) In conjunction with the Students' Union publications department, to update and arrange the appropriate timely printing and distribution of all publications relating to international students;

- 6) Through the SUAIC Manager, to work with the elected Students' Union Sabbatical Officers to represent the interest of international students within the Students' Union and the wider University; including working collaboratively with relevant University departments and monitoring both local and national policies which may have implications for international students and their families e.g. introduction of charges for Visa renewals/changes to NHS policies.
- 7) To keep accurate and comprehensive records of enquiries and casework (both paper and electronic) in accordance with SUAIC procedures.
- 8) To compile reports and analyse data as required.
- 9) To work with the SUAIC team in the provision of general advice to home students for example finance, academic appeals, discipline and complaint hearings, housing and other relevant subjects

Induction and ongoing support for International Students

- 10) Work with the SUAIC Manager and VP Education and Representation to:
 - a) Organise and develop the SUSU programme of events for International Students during their induction.
 - b) Co-ordinate a year round programme of social events for international students and their families.
 - c) Prepare and work within an approved budget for all events.
- 11) Co-ordinate the HOST scheme (a national hospitality scheme for international students) for Southampton University students.
- 12) Liaise with other student services, external government bodies (such as the Nationalities Office at Hampshire Constabulary and the Home Office) and community organisations to meet the welfare needs of international students and their families.
- 13) Attend Students' Union and University meetings as required.

General Duties

- 14) Attending appropriate training courses as recommended by the SUAIC Manager.
- 15) To work with the SUAIC team in the provision of general advice to home students for example finance, academic appeals, discipline and complaint hearings, housing and other relevant subjects.
- 16) To participate in reception duties within SUAIC as required
- 17) Any other ad hoc duties that reasonably fall within the purview of the post.

Person Specification

The successful applicant will possess the following essential skills and experience:

- 1) Demonstrable experience of working in an advice and information setting, with detailed knowledge of at least one of the following: immigration law, student finance, money advice and housing. Training in the areas in which the successful candidate does not have experience will be given as required.
- 2) A minimum of one year's experience in working with international students or other multi-cultural communities
- 3) Experience of providing the content for information materials such as leaflets, brochures etc.
- 4) Ability to work with students from a wide variety of cultures; an awareness of cultural, religious and racial issues in relation to students coming to study in a foreign country; an understanding of equal opportunities issues.
- 5) Organisational and presentation skills with the ability to co-ordinate existing projects and initiate new areas of work
- 6) Ability to work as part of a small team whilst also being able to prioritise and manage own workload
- 7) Excellent communication skills with the ability to liaise effectively with staff at all levels of the University and the Students' Union and external agencies.
- 8) Experience of using Microsoft computer packages such as Word, Outlook, Access and the Internet

In addition, the following skills would be desirable:

- 1) Full, clean driving licence
- 2) Experience of the Further/Higher Education sector

Conditions which Govern the Appointment

- 1) The salary will be negotiable within the range £15,508 - £18,517 (level 2b of the pay spine) dependent upon qualifications and experience (subject to 2006 pay award). It is anticipated that the successful applicant will be employed at the lower end of the scale. Salary is subject to an annual cost of living award effective on 1 August and incremental rises on 1 August (after a minimum of six months service). Salary is paid monthly in arrears on the last Friday of each calendar month by BACS transfer to a named bank account.**
- 2) Annual leave entitlement is twenty days to be taken during vacations. This will rise to 21, 22, 23 and 24 days after one, two, three and four years' completed service. In addition, there is a number of public and 'other' University days when the Union is closed. Annual leave is subject to agreement with the SUAIC Manager.**
- 3) The person appointed will be eligible to join the University's Superannuation Scheme (PASNAS) to which staff currently contribute 5% of pensionable salary. The Union currently contributes 12.8%. The person appointed may elect **not** to join the scheme if he/she so wishes. He/she will also be eligible to join the Southampton University Staff Club.**
- 4) The normal hours of work are 9.00am to 5.00pm with an hour for lunch, Monday to Friday.**
- 5) There will be a probationary period of four months and the International Students' Adviser will report to, and be responsible to, the SUAIC Manager. He/she will work for and on behalf of the student members.**
- 6) The person appointed will be required to live in or near Southampton.**
- 7) The person appointed may join any trades union of his/her choice noting that UNISON represents clerical staff on campus.**
- 8) The person appointed will be subject to the sick leave regulations applicable to members of the non-academic staff. There will no entitlement to sick pay (other than Statutory Sick Pay where this applies) during the first three months following appointment.**
- 9) The person appointed will be subject to relevant Statutes, Ordinances, Regulations and Standing Orders of Council of the University for the time being in force and to the Constitution, Laws and By-Laws of the Students' Union for the time being in force.**
- 10) The appointment will terminate on the 30th September immediately following the post holder's sixty-fifth birthday. In other circumstances the appointment may be terminated by giving one month's notice in writing after the initial eight weeks' service.**

Further Information for Candidates

Students' Union Advice and Information Centre

The Students' Union Advice and Information Centre (SUAIC) was established nearly thirty years ago when it was known as the Education and Welfare Department. The centre currently deals with approximately 8,000 enquiries a year from University students, University departments and outside agencies. As part of its information service SUAIC produces booklets leaflets on subjects of importance to students and specific information packs for international students.

SUAIC is open 10.00am to 4.00pm, Monday to Friday throughout the year. Currently an open door policy is operated with appointments being provided as appropriate. SAIC has its own code of practice covering issues of confidentiality, impartiality, access and quality and all staff are required to work in accordance with this code of practice.

In addition to providing advice and information to students SAIC is responsible for providing a number of services to students and their families including:

- English classes for the partners of international students;
- Advertising temporary accommodation in the summer vacation;
- Introductory conferences for mature students and international students;
- Housing week.

SUAIC also assists student officers in running campaigns on issues such as housing, student finance, HIV awareness and other issues relating to the health and welfare of students.

* * * * *

Enclosed with these details is a further information sheet which briefly provides information about the status of the Students' Union, various details about it, and the relationship that exists between elected student officers and members of staff. There is also an organisation chart, equal opportunities particulars and an application form.

The application form should be completed in as much detail as possible. Please provide the names and addresses of two business referees to whom enquiries may be addressed. These should include your current/most recent employer and please indicate whether you would prefer that contact is not made at this stage.

Applications should be sent to Mrs Joanna Thurlow, Personnel Manager, University of Southampton Students' Union, Highfield, Southampton SO17 1BJ - envelopes marked confidential – to arrive by 12th July 2006.

Confidential

UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

Application for post of:

This form should be completed in **black ink**. Use additional sheets if necessary.

1. Personal Details

Surname: Mr./Mrs./Miss/Ms: _____

First Names: _____

Address: _____

Date of birth: _____

Telephone numbers - day: _____ evening: _____

2. Education/Training - start with most recent

Secondary School/ College/University	From	To	Qualifications gained and grades

3. Present and Previous Employment - start with most recent employment

Employer	Job title and brief description of duties/responsibilities	From	To

4. Information in support of your application (Continue on a separate sheet if necessary)

Please describe your reasons for applying for this post and explain how your experience, skills and training (including voluntary experience) are relevant to the post in question. Please provide any additional information that you feel is relevant to your application.

5. Outside interests, hobbies etc.

6. Health

Do you have any ongoing illness or medical condition which may affect the performance of your duties in the post. If so, please give details below:

7. **Referees** (who must not be relations and one of whom should be your present/last employer).

Name:	Name:
Position held:	Position held:
Organisation:	Organisation:
Address:	Address:
.....
.....
.....
Tel. no.	Tel. no.

References will only be taken up for applicants selected for interview. May we contact your present employer at that time? YES/NO

8. **When would you be unavailable for interview?**

9. **If appointed, how soon would you be able to commence?**

I declare that the information given in this application is accurate and complete to the best of my knowledge.

I agree that the information given on this form may be used for registered purposes under the Data Protection Act 1998.

Signature _____ **Date**

Unless otherwise specified your application form should be returned to:

Mrs J Thurlow,
Personnel Manager,
University of Southampton Students' Union,
Highfield,
Southampton,
SO17 1BJ



Equal Opportunities Staffing Policy

Position applied for:

To monitor the Union's policy it is necessary to collect information from applicants and existing employees on the key characteristics which relate to equal opportunities in employment. The information collected will form a confidential record. It will be used only to monitor the operation of the Equal Opportunities Staffing Policy which aims to ensure that no direct or indirect discrimination occurs on the grounds of sex, colour, race or disability.

Please tick as appropriate:

1. I am: female male

2. **Ethnic Origin** (Please read the list below and tick the appropriate box that you feel most nearly describes your ethnic origin).

I am Asian: {	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Indian
	<input type="checkbox"/> Pakistan
	<input type="checkbox"/> Other Asian (Please state)

I am Black: {	<input type="checkbox"/> African
	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Other

I am White

Any other ethnic group (Please state).....

3. I have a disability Yes No (If 'Yes', please describe briefly)
.....
.....

I am registered disabled Yes No

4. Where did you learn about this vacancy?

Thank you for providing this information, which on receipt will be detached from your application and will be used only to monitor the operation of the Union's Equal Opportunities Policy in respect of sex, colour, race or disability.



Southampton University
Students' Union

Equal Opportunities Staffing Statement

“The University of Southampton Students’ Union confirms its commitment to a comprehensive policy of equal opportunities in employment in which individuals are selected and treated on the basis of their relevant merits and abilities. The aim of the policy is to ensure that no job applicant or employee should receive less favourable treatment on any grounds which are not relevant to good employment practice. The Union is committed to a programme of action to make the policy as fully effective as possible. Members of staff will be expected to work within the spirit and letter of the Union’s Equal Opportunities Staffing Policy”.

Southampton University Students' Union

University of Southampton

Founded in 1862, the University has its roots in the Hartley Institute, an education institution set up by a local philanthropist. The University of Southampton was granted its Royal Charter in 1952 and in 2002 celebrated its Golden Jubilee. Today, some 20,000 students study at the University, 17,000 undergraduates and 3,000 postgraduates. Nearly 2,000 students come from outside the UK, representing more than one hundred different countries.

The University's main Highfield campus is situated about two miles from Southampton city centre and is a compact mix of older and more modern style buildings, grouped around an attractively landscaped valley. The main library, Students' Union buildings, sports facilities, shops and banks, a theatre and concert hall, are all situated on the Highfield campus. The nearby Avenue Campus houses the Arts Faculty, while the School of Ocean and Earth Science is based at the Southampton Oceanography Centre. Art and Design are taught in Winchester and the Winchester School of Art. University of Southampton New College, at a campus located close to the city centre, is dedicated to teaching and learning through programmes and modes of study appropriate to the needs of students with diverse cultural and social backgrounds.

Students' Union

Structure

All students of the University of Southampton are members of the Students' Union, entitled to use its facilities and to become involved in its governance. The Students' Union is a student led organisation, directed by elected student officers with support from permanent staff. Five full-time elected officers make up the sabbatical team, who hold office for a year at a time. Other elected positions are part-time and students undertake these roles in addition to their studies.

Permanent staff are responsible for the day to day management and activities of the Students' Union. There are around 150 members of staff in total, with 6 senior managers and 12 heads of department running a wide range of commercial and non-commercial areas (see attached chart for details).

While part of the University, the Students' Union is an autonomous organisation, with its own constitution, governance, finances and staff structures. The objectives of the Students' Union are to:

- Promote the general interests of students
- Provide and further welfare, social, cultural, recreational and athletic facilities for students
- Foster amicable relations with the University and externally
- Provide a channel of communication between students and the rest of the University

Services

The Students' Union provides a range of services to its members. The **Commercial Services** are:

- **Nightclub and bars**
A new nightclub venue and bars were completed in November 2002
- **Cinema**
Union Films has been voted best student film society for several years
- **SUSU Café**
Also redeveloped as part of the Union building refurbishment
- **Shop**
Stationery, groceries, toiletries, cards, magazines and much more
- **Travel Centre**
The best prices available for national and international travel

The Union underwent a massive refurbishment, completed in November 2002, which greatly enhanced the entertainment venues and catering services and the student experience.

The non-commercial activities are known as **Membership Services** and consist of:

- **Student Activities**
Athletic Union: around 100 competitive and recreational sports clubs
Clubs and Societies: around 100 social, cultural, political, performing, religious and departmental societies
- **Student Advice and Information Centre**
Confidential advice and information on money, housing, immigration, legal and academic issues
- **Student Community Action**
200+ students volunteering in the community, supporting health, social, educational and environmental projects
- **Student Media**
Student run newspaper, radio station, web site and films unit.
- **Rag**
Raising money for local and national charities
- **Nightline**
Telephone and drop-in peer support service
- **Equal Opportunities**
Representing the interests of all students in the University and externally

The Membership Services Department is also responsible for supporting student course representatives and providing training for student officers and volunteers.

All of these activities are supported by the financial, administrative, building and marketing departments of the Students' Union.

April 2003

