



CHESTER
STUDENTS'
UNION



RECRUITMENT ———

PACK

Union Assembly Chair

£300 bursary, paid in £100 termly instalments
30 hours across the 25-26 academic year
(term time only)

Deadline: 4pm on September 19th 2025



chestersu.com



Parkgate Road, Chester CH1 4BJ



csu@chester.ac.uk



WELCOME

At Chester Students' Union, we proudly represent the voice of over 15,000 students studying at the University of Chester. With a strong commitment to enhancing student life across all campuses, including the University Centres of Birkenhead and Warrington, we strive to provide the best possible experience for every student.

We're excited that you're considering becoming the Chair of Union Assembly at Chester Students' Union. This role is a unique opportunity to help shape the student experience and make a lasting impact on your University community.

As the Chair of Union Assembly, you'll be facilitating constructive discussions during Union Assembly meetings, and ensuring all voices are heard.

Union Assembly is CSU's student decision-making body. It is where students' ideas and concerns are discussed, debated, and voted on, which helps to lead the direction of CSU and the Elected Officers. Part-time Officers are elected to sit on Union Assembly, and each represent a demographic of students. Find out more on our website: chestersu.com/union-assembly.

The Union Assembly Chair is a neutral party who guides Union Assembly meetings, ensuring that:

- The agenda of the meeting is followed
- All discussion points are thoroughly discussed and actions are noted
- All voting is quorate
- All voices are heard and all student groups are represented in decision-making
- Mandated actions are followed through
- Full-time officers are held to account



Role Title:	Chair of Union Assembly
Bursary Scale	£300, paid in £100 termly instalments
Hours:	<ul style="list-style-type: none"> • Term time only • 30 hours across the academic year which will be spread across the following activities, but is not limited to: <ul style="list-style-type: none"> ◦ Training ◦ Meetings with the Democracy & Campaigns Coordinator ◦ Union Assembly meetings (4x a year) ◦ Preparation for and evaluation of Union Assembly meetings ◦ Feedback and awareness initiatives
Responsible to:	Democracy & Campaigns Coordinator
Responsible for:	N/A
Key Relationships	Democracy & Campaigns Coordinator, Sabbatical Officers, Part-time Officers, Head of Membership Services
Purpose:	<p>To Chair the meetings of Union Assembly, including creating agendas before meetings, and short reports after meetings.</p> <p>To implement feedback strategies that encourage students to report concerns to CSU and its Officers in various formats.</p> <p>To be an ambassador for CSU and promote its services.</p>

Key Responsibilities

Chair Union Assembly meetings

- Chair all meetings of the Union Assembly (four times per year).
- Create the agenda for all meetings of the Union Assembly.
- Ensure meetings are conducted in accordance with CSU's Byelaws.
- Keep records of mandated actions.
- Preside over voting, ensuring each vote is held in accordance with CSU's Byelaws.

Be an Ambassador for Chester Students' Union

- Encourage student engagement with and feedback of CSU services and events.
- With support from the Democracy & Campaigns Coordinator, create and implement strategies to encourage students to pass their feedback to relevant Officers.
- With support from the Democracy & Campaigns Coordinator and Communications Officer, create and implement awareness campaigns to promote the Union Assembly to the student body.

Other duties

- Write a short summary report about the work of the Union Assembly after each meeting, and at the end of the academic year.
- May be invited to represent CSU on University of Chester panels (such as Professional Suitability and Disciplinary hearings), depending on need and your availability.

Desirable Qualities (full training will be provided)

- A confident public speaker, able to speak clearly and assertively in front of a small group.
- An active listener who can summarise, reflect and draw out quieter voices during meetings.
- A calm and adaptable facilitator who can guide discussions, manage time, and keep debates constructive.
- Proactive, taking ownership of tasks (e.g. setting agendas).
- Inclusive and committed to making all students and Officers feel heard.
- Collaborative, working with the Officers and CSU staff during Union Assembly initiatives.





NEXT STEPS

For an informal discussion or if you have any questions, please contact:

- Holly Robinson-Crane, Democracy & Campaigns Coordinator
- h.robinsoncrane@chester.ac.uk

We expect interviews to be taking place on the 26th September 2025 and the training to take place on the 3rd October 2025.

Alternative dates can be arranged if you are unavailable at this time.

To apply, send an email to studentvoice@chester.ac.uk, answering the following question within 500 words:

Why are you interested in the role of Union Assembly Chair, and how would you ensure that everyone's voices are heard during meetings?

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