



Maynooth Students' Union
Aontas na Mac Léinn Mhá Nuad

Operations Team | MSU Democratic Affairs

(Fixed Term Contract | September 2023 to May 2024)

The Role

Operations Team Members are key to the efficient running and delivery of Maynooth Students' Union Services to our students. Operations Team Members are required for the following service operations between September 2023 to May 2024 (the organisation will provide you with hours during term time weeks, these hours may vary week to week).

The democratic affairs directorate provides essential advice and support services to the representative bodies of Maynooth Students Union – including but not limited to the MSU Executive and MSU Student Senate. The democratic affairs directorate is currently staffed by an Academic Representation Administrator and Communications & Campaigns Support Coordinator with oversight from the Director General. We are seeking applicants with administrative ability to join our Team to support the vital work of the elected student representatives.

Principle Duties

Principal duties associated with this role will include:

- Supporting the execution of meetings, conference calls, and webinars by coordinating logistics, developing agenda, developing content, taking notes, and following up on resulting action items.
- Conducting background policy research and analysis to support existing projects as well as proposals for new bodies of work.
- Assisting with the execution of MSU's bi-annual electoral process (Executive and Student Senate), and referendum process where relevant, – whether online or offline – and any supplemental electoral processes (bye-elections).
- Extracting collecting and aggregating data across databases, information sources, survey responses, and other data sources.
- Assisting with one-pagers and topic briefs to support the team's work.
- Assisting with the filing of all paperwork.
- Providing administrative support to officers and democratic affairs staff when needed.
- Any other relevant duties as assigned by their line manager.

Note: as the Maynooth Students' Union continues to expand and evolve, it is likely that some flexibility, regarding the allocation of specific duties, will be necessary. Accordingly, the list of duties detailed above is not intended to be exclusive or restrictive; duties may be added or withdrawn but any such alterations will take place within the remit of campaign support.

The ideal candidate will have:

- Intermediate writing and editing skills; varies writing style and voice as needed.
- Ability to process a high volume of accurate, detailed, and quality work product with a high attention to detail.
- Good logic skills to read through minutes and summarize the conclusions and actions taken.
- A strict code of ethics in working with highly confidential data.
- Ability to create and support an environment which fosters teamwork, cooperation, respect, and diversity.
- Ability to work with integrity and ethically; must follow MSU's policies and procedures.
- A willingness to take ownership for wide-ranging responsibilities; demonstrates accuracy and thoroughness; looks for ways to improve own work to ensure quality.
- Exceptional time management skills required and an ability to complete tasks in a timely and efficient manner.

Maynooth Students' Union

Maynooth Students' Union is the representative body for the students of Maynooth University (MU) and St Patrick's Pontifical University (SPPU) and seeks to serve their social, cultural, welfare, educational, political, and developmental needs, to further their interests, and generally to enhance their well-being. MSU operate a student centre and provides a range of supports and other services to the student body. MSU also operates as a registered club for the purposes of running a member's bar and venue.

MSU is an unincorporated association whose aims and objectives are defined by its Constitution adopted by its members.

MSU's activities are primarily directed through the MSU Executive (comprising elected Full Time and Part Time Officers) with policy oversight from the MSU Student Senate (comprising the MSU Executive, Student Academic Reps, Clubs & Societies Council Members, and directly elected Student Senators, representing various interests) together with governance oversight from the MSU Board of Trustees. The MSU President is the prime student representative. The MSU President is assisted by the MSU Executive, the MSU Student Senate, and by the MSU Director General and their staff.

MSU is a member organisation with the Union of Students in Ireland.

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview

- Appointments will be approved by the Director General based on the recommendation of the interview panel
- It is anticipated that interviews will be held during the week commencing Monday, 28 August 2023.
- The appointment is expected to be effective as soon as possible thereafter.

Terms and Conditions

The Irish Living Wage rate of €13.85 per hour.

Data Protection

Maynooth Students' Union will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at Maynooth Students' Union, then your personal data will continue to be processed in accordance with our Privacy Notice for Employees.

You can view our Job Applicant Privacy Notice on our website:

<https://www.msu.ie/pageassets/policies/privacy/MSU-Job-Applicant-Privacy-Notice.pdf>.

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Friday, 18 August 2023**.

Applications must be submitted by the closing date and time specified above.

Late applications will not be accepted.

Maynooth Students' Union is an equal opportunities employer.