Further Particulars

This document includes information about the role for which you are applying and the information you will need to provide with the application. It also includes details of the application and selection process.

1. Role details

<table>
<thead>
<tr>
<th>Vacancy reference:</th>
<th>10818</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Resource Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Resources</td>
</tr>
<tr>
<td>Salary:</td>
<td>£22,214 to £24,983</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>OU Student Association staff (akin to OU Secretarial &amp; Clerical)</td>
</tr>
<tr>
<td>Grade:</td>
<td>Grade 5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>OU Students Association Office, OU Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12noon, 17th November</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>OU Students Association application form</td>
</tr>
<tr>
<td>Where to send applications:</td>
<td><a href="mailto:recruitment.hrl@rsmuk.com">recruitment.hrl@rsmuk.com</a></td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>2</td>
</tr>
<tr>
<td>Recruitment contact:</td>
<td>Sally Kitchingman, Heads of Resources via <a href="mailto:ousa-jobs@open.ac.uk">ousa-jobs@open.ac.uk</a></td>
</tr>
<tr>
<td>Interview date:</td>
<td>Tuesday 5th December 2017</td>
</tr>
</tbody>
</table>
2. The Open University Students Association

The Open University Students Association was established by the University Charter and is a registered charity. Its current membership is around 180,000 students spread across the UK, Europe and beyond. The overwhelming majority of our students study part time and at a distance. We are the recognised, credible voice of OU students and we seek to develop a vibrant student community for all.

Generally the Association is an organisation of students, run by students, operating through a democratic structure. It is headed by our President who chairs our Board of Trustees and our Central Executive Committee.

As a registered charity, ultimate authority and responsibility for all of the Association’s activities is vested in the Board of Trustees, which currently comprises 8 elected student positions and a further two external trustees.

The General Manager is a permanent member of staff appointed by the Board of Trustees and is responsible for advising the President, Board of Trustees and the Central Executive Committee. The General Manager is also responsible for managing the Association’s staff team and services.

3. The OU Students Association Office

We are based on the University’s campus in Milton Keynes. Our staff team works closely with our elected student representatives and is responsible for delivering the wide range of services, activities and functions undertaken by the Association. Currently we have seven specialised teams and a short (but far from comprehensive overview) is provided below:

The Student Voice team focus on our work in the areas of education policy, including the recruitment and support of our team of Central Representatives, student consultation, representation and research.

The Student Community team undertake projects to engage students in their Association and University community which includes supporting student societies and groups and the planning and delivery of online events such as Freshers. They also manage services designed to support student welfare including Nightline and Peer Support and play a key role in the planning of our biennial Conference.

The Digital Communications team manage our website, branding, social media platforms, radio and magazine in addition to improving the Association’s ability to adopt and utilise new technology and digital tools.

The Student Volunteering Team is dedicated to supporting current student volunteers and creating new opportunities to volunteer and get involved with the Students Association.

The Student Support Team is a new team that works to ensure that all OU students get access to the appropriate support services and that there is a level playing field available to all students regardless of the different challenges they face.

**Resources** handle all elements of financial processing and monitoring, support annual budget setting and subvention negotiations with the University and oversee purchasing and general maintenance and administration of the office.

The Students Association also provide many of its own support services for students. The Operations team provide the first point of contact for students and manage our grant-giving educational trust (the OU Students Educational Trust) and our OU Students Shop, including our web store and our marketing presence at events such as degree ceremonies. They also manage our suite of online forums.
4. OUSA (Services) Ltd

The OU Students Association has a private, Limited Company that is wholly owned by the Association. The Board of Directors is made up of members of the Central Executive Committee plus the General Manager, who also acts as Company Secretary.

The Company (OU Students Shop) markets various study aids, memorabilia, gifts etc. and a range of past examination papers. It operates via the online shop but these are supplemented by important opportunities to market goods at events such as Degree Ceremonies and Residential Schools – which take place all over the UK and sometimes beyond.

The Association uses its Company to achieve one of its key objectives in fostering a corporate identity for students of the University; to promote the existence of the Association to students and encourage their active participation; and to raise funds for OUSET.

5. OUSET (Open University Students Educational Trust)

The Open University Students Educational Trust is currently a separate registered charity established by OUSA to help students of the University in financial need. Its Board of Trustees is made up of Officers of the Association, the General Manager, a Trustee nominated by the University’s Vice Chancellor and up to 2 co-opted members.

OUSA both raises the funds on behalf of this charity, primarily from its own members, and administers the Trust on behalf of the Trustees.

6. The Post

The post holder will be working in a demanding and lively office reporting to the Head of Resources and will be part of a well-functioning and friendly team responsible for processing the finances of the Student Association, the Student Company (OUSA Services Ltd) and the Student Charity (OUSET). More information on these are above. As well as the duties listed below, you will also be responsible for the many and varied secretarial and clerical tasks of the team as directed which may change from time to time to meet the needs of a busy organisation.

- To assist with the day to day processing of finance, including maintaining appropriate filing systems, accurate records and general office administration as directed by the line manager.

- To process all expenses, grant payments and invoices as relevant. This will include logging, obtaining authorisation, inputting onto Sage and processing any payments and performing daily backups on Sage.

- Be responsible for the general office IT equipment, ordering and purchasing of stationery and kitchen supplies, registering and distributing the post and updating the staff notice board as and when required.

- To exercise credit control, including checking on a monthly basis the sales invoices and advances, chasing where necessary.
• Assist with the administration and preparation of the degree ceremony and residential school financial paperwork.

• Processing and maintaining financial paperwork and accounts for all our Societies.

• To assist with the process of BACS payments and transfers on bankline.

• To provide good customer service across the Association, including answering queries from students with regard to expenses, referring to line manager where necessary.

• To work with colleagues to assist the planning and delivery of the Association’s biennial Conference as required, which will include attending and working the weekend.

• To undertake any training as relevant for the post, and any other duties commensurate the grade of the post as directed by the line manager.

7. The Person

Note: Applicants who have not clearly demonstrated in their application that they possess the essential elements will normally be rejected at the short listing stage. Desirable elements are those that it would be useful for the post-holder to possess.

It will be essential for the successful candidate to be able to demonstrate evidence of the following:

• Good level of literacy and numeracy (for example, GCSE grade C or equivalent standard of education, to include English and Mathematics).

• Numerate, with ability to work well with figures and an interest in finance.

• Excellent interpersonal skills.

• Team player

• Experience of developing and maintaining effective office systems and procedures.

• Proficient in the use common PC packages (Microsoft Office: Word, Outlook, Excel and Internet Explorer).

• Honest and trustworthy.

• Able to maintain confidentiality.

Additionally it will be desirable for the successful candidate to be able to demonstrate evidence of the following:

• Experience of bookkeeping.

• Experience in using SAGE accounts or other financial packages

• Experience of dealing with people from a range of backgrounds and needs.
8. General Information

<table>
<thead>
<tr>
<th>Terms and Conditions</th>
<th>The terms and conditions which apply to this post are similar to those applying to Support Staff of the Open University.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of Work</td>
<td>This appointment is a full-time, permanent position. The working week is 37 hours with some flexibility on start and finish times around the needs of the role and the organisation in keeping with our flexible working policy. Some weekend/evening working is required as part of the role and is recompensed by appropriate payments and/or time off in lieu. All Association staff are required to work at the biennial OU Students Association Conferences. The date of the next Conference is 22-24 June 2018.</td>
</tr>
<tr>
<td>Probation</td>
<td>The appointment will be subject to a probationary period of six months prior to confirmation of permanent appointment.</td>
</tr>
<tr>
<td>Salary</td>
<td>The appointment will be made at a suitable point on the Grade 5 salary scale £22,214 to £24,983 pa. It is usually our intention to appoint at the lowest point of the scale to enable progression, but we will consider the circumstances and current salary of the successful candidate when making an offer.</td>
</tr>
<tr>
<td>Holiday</td>
<td>The Association annual leave period runs from 1 August to 31 July. The full annual entitlement is 30 working days in addition to public holidays and days on which the Open University campus is closed.</td>
</tr>
<tr>
<td>Development Opportunities</td>
<td>The OU Students Association is committed to developing its staff and provides appropriate training and networking opportunities. Permanent staff who have completed their probationary period are currently also able to study OU modules for free through the University’s staff fee waiver scheme.</td>
</tr>
<tr>
<td>Staff Structure</td>
<td>Our current staff structure is shown at the rear of this pack.</td>
</tr>
</tbody>
</table>

9. How to Obtain More Information about the Role or Application Process

The details provided here are intended to be an overview of the role and our organisation. However, there is also a considerable amount of information about our organisation on our website: [www.oustudents.com](http://www.oustudents.com)

If you have a specific appropriate question that is not covered here and you wish to ask it before making an application then please contact Sally Kitchingman, Head of Resources on recruitment.hrl@rsmuk.com. Please note that CVs sent to this address will not be accepted.
10. The Application Process and Where to Send Completed Applications

Applications will only be accepted on the OU Students Association application form. No CVs or applications on other forms will be accepted.

Please ensure that your application reaches us by: 12noon on Friday 17th November 2017. Applications received after the deadline will not be accepted.

Please e-mail your application form to recruitment.hrl@rsmuk.com with the job title included in the subject line. You will receive a response to acknowledge receipt.

If you do not hear from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

11. Selection Process and Date of Interview

Candidates should use the descriptions above of the Role and the Person Specification to complete and submit the OU Students Association Application form via email to recruitment.hrl@rsmuk.com by closing date 12noon, 17th November.

The Interviews will take place on Tuesday 5th December 2017. The interviews will include a practical exercise and further details of these will be sent to short-listed candidates. Applicants should note this date in their diaries and keep it available, as we will not be able to offer alternative dates.

We will let you know as soon as possible after the closing date if you have been shortlisted for interview. Further details on the selection process will be sent to shortlisted candidates.

PLEASE NOTE: THIS IS AN APPOINTMENT TO THE OU STUDENTS ASSOCIATION AND NOT THE OPEN UNIVERSITY
Organisation Chart

Association Staff

General Manager
Rob Ayres

Executive Assistant
Leanne Quainton

Deputy General Manager
Wendy Burroll

Head of Student Voice
Sam Harding

Education Policy Officer
Helen Janes

Research & Information Officer
Pooja Shinha

Representation Officer
Philippa Costello

Administration Assistant
James Phillips

Head of Digital Communications
Kate Longstaff

Digital Communications Officer
Heather Bloomer

Head of Digital Communications Officer (Technical)
Paul Severn

Projects Officer
(Joel Community)
Jodie Denton

Projects Officer
(Hannah Community)
Hannah Campbell

Head of Student Support
Vernon Robinson

Student Support Officer
Sammy Wright

Student Support Assistant
Anna Mahon

Head of Student Volunteering
Beth Metcalf

Head of Operations
Magda Hadrys

Team Supervisor
Joel McInerney

Student Volunteering Officer
Nicola Powell

Resources Officer
Tazneen Gardner

Head of Resources
Sally Kitchingman

Operations Assistant
Amanda Turner

Operations Assistant
Chris Disdale

Operations Assistant
Vacant

Operations Assistant
Vacant

Open University Students Association, Charity Commission Registration Number in England & Wales: 1144251;
in Scotland SC042840

August 2015
Page 7 of 7