

# Your Students' Union

University of Birmingham  
**guildofstudents**

*The University of Birmingham Guild of Students is a charity and the students' union for more than 28,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.*

## **Guild Advice Centre Manager (Fixed term Maternity Cover until November 2018)**

**Part time 21 Hours, 3 Days per week**  
**£29,950 – £33,708 (pro rata) gross per annum**

The Guild Advice Centre delivers a high quality service for students studying at University of Birmingham.

The Guild Advice Centre Manager leads a team of core staff and volunteers to deliver a high quality advice service for students studying at the University of Birmingham. The role leads on the development and delivery of proactive advice based campaigns and information provision; along with supporting the Officer Team through the collection and monitoring of evidence to inform Guild priorities and their work in developing and enhancing the student experience.

You will have management experience, with experience of developing strong work relationships with stakeholders, management of budgets, and have a good knowledge of housing, student finance, academic misconduct process, employment and immigration.

You will also have excellent communication skills, with strong customer focus, ability to work to deadlines and attention to detail.

**Closing date for applications is on Wednesday 28<sup>th</sup> March 2018 at 9.00am**

**Interview date expected: 9<sup>th</sup> April 2018**

**For application packs please email [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk) or <https://www.gildofstudents.com/about/your-union/workwithus/currentvacancies/>**



**We'll make sure you get the best from Birmingham!**



INVESTORS  
IN PEOPLE

Silver  
Until 2020



Gold Excellence  
NUS Green Impact



UNIVERSITY OF  
BIRMINGHAM

