

JOB DESCRIPTION

Job Title:	Candidate Approval Committee Attendee
Department:	Student Union Support Services
Salary:	£13.45 per hour
Hours of Work:	Variable during March 2026
Type of Contract	Temporary
Reports to:	Depute Returning Officer
Purpose of Role	
<p>The Candidate Approval Committee (CAC) is a quality assurance mechanism designed to ensure that candidates standing for elected Student Officer positions can demonstrate the required skills for the roles.</p> <p>The CAC attendee role is a paid member of this committee and will impartially assess each candidate against the required criteria and procedure, with a view to improving the overall quality of candidates standing in the election.</p> <p>Those that wish to be part of the candidate approval committee must not be active candidates in the election.</p>	
Key Responsibilities:	
<p>Assessing Candidates against the recruitment criteria</p> <ul style="list-style-type: none"> • Be impartial in decision making, using only the evidence presented. • Keeping discussions and decisions in the strictest confidence • Reliable and able to follow through on commitments. 	
<p>Training</p> <ul style="list-style-type: none"> • Must be free to attend the CAC training on the XX of March 2026. 	

Person Specification

Qualifications / Training / Continuous Professional Development	Essential or Desirable
1. Be a student at the University of the West of Scotland at one of the UK Campuses	E
Knowledge and Experience	
2. Experience of being involved in the Student Union in some capacity	E
3. Experience of working collaboratively with a range of other people from different backgrounds and cultures	D
Skills	
4. Excellent verbal and written communication skills, with the ability to work confidently with students, colleagues, and partners.	E
5. Good IT skills, including confidence using video conferencing software for meetings	E
Personal Qualities	
6. Commitment to the values and ethos of our Students' Union	E
7. Enthusiasm for student life. ,	E
8. Commitment to equality, inclusion and creating welcoming spaces.	E