

Recruitment Pack



Institutional Associate Trainers (IAT)

Rep training for reps by reps



Student Officer Team's Welcome

Engaging with Rep training is a key activity for all Reps to understand and perform their role effectively. The purpose of the IAT role is to support the Representation system primarily through the delivery of Student Rep Training as part of the Institutional Association Trainer (IAT) scheme, supported by the UWS Student Union and SPARQS.

During Academic Year 2025-26 98% of Reps said they felt extremely or somewhat more confident after training and 99% of Reps said they'd recommend the training to other reps.

We welcome applications from people of all backgrounds and experiences and are happy to discuss reasonable adjustments at any stage of the process.

This pack contains everything you need to know about the role, our Union, and the benefits of working with us. You'll also find guidance on completing the application form to give you the best chance of being shortlisted for interview.

About the Role

This is a temporary contract ending 30th June 2027, IAT's will be tasked with delivering Rep Training in person on campus or live online, this includes collecting feedback on training effectiveness.

There are 3 roles available which will be campus based at Ayr, Lanarkshire and Paisely, however you may be asked to travel to other campuses to support training delivery (travel expenses will be reimbursed)

There are 2 key requirements to undertake this role

- You must be an enrolled student during Academic Year 2026-27 up to June 2027.
- You must be able to attend in full compulsory paid training with SPARQS at Queen Margaret University from 1pm on Monday 24th August through to 4pm on Thursday 27th August (accommodation and travel is paid for, any other expenses will be reimbursed).

How to Apply

To apply, please complete the online [Application Form on MS Forms](#) (opens new window) and the online [Diversity Monitoring Form on MS Forms](#) (opens new window), these links are also available on [our website Jobs section](#).

Please note **we cannot accept CVs** as part of the application process.

- **Closing Date:** Wednesday 29th July at 12pm
- **Interviews:** Wednesday 5th and Thursday 6th August

We look forward to receiving your application!

Warm regards,
The Student Officer Team
UWS Students' Union



What we offer

- 23 Days annual leave plus public holidays and 2 weeks holidays in Dec / Jan (pro rata)
- Flexible working opportunities
- Death in service benefit
- Commitment to supporting your Continuing Professional Development
- Good working environment, excellent colleagues with lots of opportunities to try new ways of working
- NUS Totum discount card & access to Perks at Work
- Access to Health Assured employee assistance programme





About UWS Students' Union

UWS Students' Union is a democratic, student-led charity representing more than 22,000 students across campuses in Paisley, Ayr, Lanarkshire, Dumfries and London.

Everything we do starts with students.

Our elected Officers set the direction of the Union. Course Representatives, student groups and democratic forums raise issues, shape campaigns and influence decisions across the University. Student voice is not symbolic here - it drives our work.

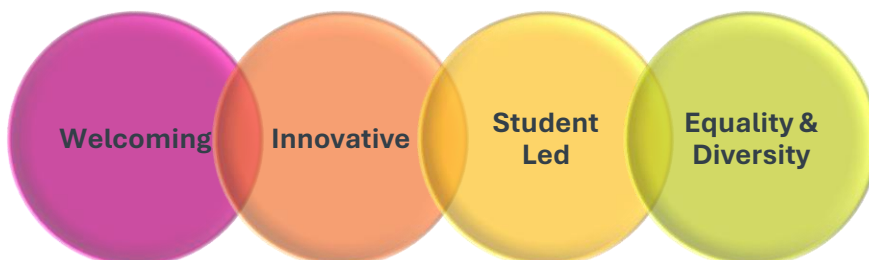
In the past year, students voted to reshape how they are represented through our Democracy Review. We are now implementing new structures designed to make representation more accessible, more accountable and more impactful.

Our students reflect the widening access mission of the University. Many are mature learners. Many balance study with work or caring responsibilities. Many are the first in their family to attend university. A significant proportion are international students studying far from home. This diversity makes strong, inclusive representation essential.

We work in partnership with the University to improve the student experience, but we are independent. Our credibility rests on our ability to gather evidence, amplify lived experience and advocate clearly on behalf of students.

Our Values:

Our work is guided by our values:



Fast Facts

64

Active Societies

88%

**Satisfaction rate
with our Union**

1,112

**Members of
societies**

506

Student Reps

59%

**Of surveyed
students experience
financial hardship**

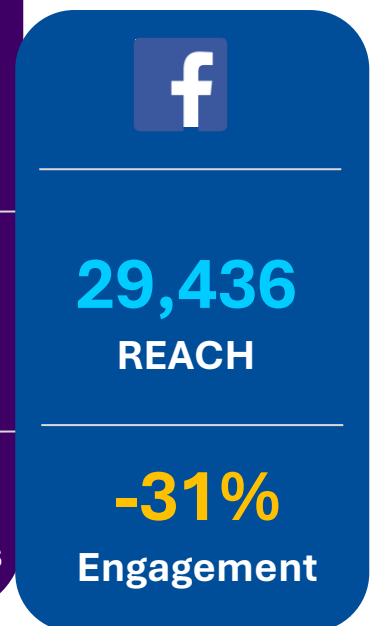
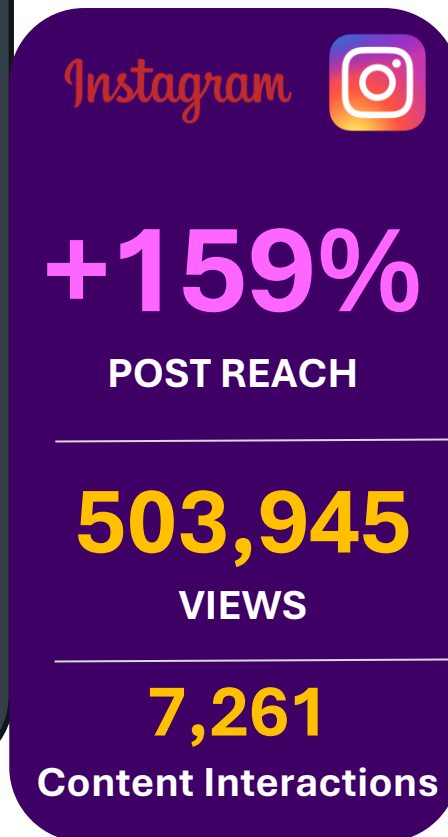
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**Students supported
through our Advice
Service**

Our Digital Reach

Where Students Connect With Us

Our social media channels have transformed how we engage, inform and empower students across all campuses.



TikTok has quickly become our most viral outlet - other Students' Unions now look to our approach as best practice.

Guidance on completing your application

At UWS Students' Union, we are committed to equality of opportunity. To ensure fairness, all identifying personal information is removed from applications before they are passed on to the shortlisting panel. This means that it's essential that your application focuses on your skills and experience, as well as the information you wish to share with us about why you're the right candidate for the role.



Completing Section 5: Meeting the Person Specification

Section 5 is the **most important part of your application**. This section asks you to outline your general experience in no more than **500 words**, and it's your opportunity to demonstrate why you are the ideal candidate for this role.

- **Demonstrate how you meet the person specification:** Provide clear and detailed examples to show how you meet each of the **essential criteria** outlined in the person specification.
- **Use specific examples:** Avoid general statements - explain what you did, how you did it, and what the results were.
- **Include all relevant experience:** This can come from your current or previous employment, voluntary work, or any other activities that have helped you develop the skills and competencies required for the role.

Tips for a Successful Application

- Ensure your application is **clear, concise, and well-structured**.
- Avoid using **ALL CAPS**, as it can be difficult to read.
- Make your points stand out with clear headings or bullet points where appropriate.

Please note **CVs will not be accepted** as part of the application process.

References

References are usually requested for shortlisted candidates **prior to the interview**. If you would prefer your references are not contacted at this stage, please indicate this clearly on the relevant page of your application. However, it is our policy to **only make an unconditional job offer after references have been taken up**.

Find Out More

For more information about UWS Students' Union, our mission, and the work we do to support students, please visit our website at www.uwsunion.org.uk.



What to expect from the interview...

If you are shortlisted for the interview, you will be invited to an online interview panel (via MS Teams). The panel will include an elected officer, a team leader or manager, and a head of service.

The interview will consist of three parts:

1. **Task:** You will complete an interview task designed to demonstrate the key skills required for the role.
2. **Q&A Session:** The panel will ask a series of questions to assess the competencies outlined in the person specification.
3. **Your Questions:** This is your opportunity to ask us any questions you may have about the role, the Union, or the organisation.

To help you prepare, the Union will provide the following to shortlisted candidates one week before the interview:

- Full details and materials for the interview task.
- A list of the questions that will be asked during the Q&A session.

We want to ensure you feel confident and prepared for the process, so don't hesitate to reach out if you need any further support or adjustments.

Good luck from all the team at UWS Students' Union!

This role supports the following United Nations Sustainable Development Goals:



JOB DESCRIPTION

Job Title:	UWS Institutional Associate Trainer (IAT) (x3 posts)
Location:	Various UWS Campuses and Online - Ayr Campus – University Avenue, Ayr, KA8 0SX - Lanarkshire Campus – Stephenson Place, Hamilton International Technology Park, South Lanarkshire, G72 0LH - Paisley – Paisley Campus, Paisley, PA1 2BE
Salary:	£13.45 per hour
Hours of Work:	Various during Term 1 and Term 2 according to demand (minimum of 6 sessions per term, Term 3 as required) during academic year 2026-27, including evening and weekend.
Type of Contract	Temporary to end June 2027
Reports to:	Head of Student Services
Purpose of Role	
To support the Representation system primarily through the delivery of Student Rep Training as part of the Institutional Association Trainer scheme, supported by the UWS Student Union and SPARQS.	
Key Responsibilities:	
Main duties and responsibilities - To attend training and development events to enable the development of the required skills and knowledge to train course representatives. - To prepare for, administrate and deliver engaging training to course representatives to improve their confidence in their role - To be committed through practice development to continue to improve the training and its delivery. - To take part in other development opportunities as appropriate. Job Activities - Attend UWS Student Union and sparqs training and development events as required over the course of the academic year. - Delivery of training to University of the West of Scotland Course Representatives. - Carry out administrative duties related to training provision, for example tallying student evaluation forms, typing up attendance sheets, completing self evaluation forms and forwarding these to the Student Union according to agreed timescales. - Undertake meetings with the Head of Student Support to discuss practice and professional development General - Work in line with the Students' Union's values, policies and commitment to equality, inclusion, and student-led activity.	

- The post holder may be required to perform other duties in order to contribute to the overall work of the Student Union Course Representation training.
- Undertake any other duties appropriate to the role.

Person Specification

Qualification / Training / Continuous Professional Development	Essential / Desirable
1. Be available to attend (in full) compulsory Training for this role provided by SPARQS - starting at 1pm on Monday 24 th August finishing at 4pm on Thursday 27 th August (this is fixed and cannot be changed, requires overnight stay in Edinburgh).	E
2. Previous experience of being a Student Representative at UWS or another institution in the last 2 years.	E
3. Studying at University of the West of Scotland during term 1 and term 2 of 2026-27 academic year (you must be an enrolled UWS student during this time).	E
Knowledge and Experience	
4. Completed Course Rep Training at UWS or another institution in the last 2 years	E
5. Previous experience of presentation, training, group work and/or facilitation online and in person	D
6. Knowledge of the work and activities of the UWS Student Union including issues affecting UWS students	E
7. Awareness of the UWS mechanisms for quality assurance and enhancement.	D
Skills	
8. Ability to communicate clearly and concisely both verbally and in writing	E
9. Confident when speaking in public	E
10. Ability to use Microsoft (MS) packages including Emails, Calendar, Teams, Forms, PowerPoint and Excel, with regular access to email/internet.	E
11. Ability to juggle competing priorities according to deadlines.	E
12. A proactive approach towards building partnerships and finding solutions to any issues	E
13. Ability to work collaboratively with a range of students and staff	E
Personal Qualities	
14. Commitment to student engagement and representation.	E
15. Willingness to travel to other UWS campuses which is not the postholders 'home' campus	D
16. Commitment to undertaking required training and development opportunities.	E
17. Commitment to an environment that promotes equality of opportunity whilst recognising and valuing diversity.	E
18. Willingness to take on other duties.	D



Best of luck with your application!



@UWSStudents

**The Students Union
Storie Street
Paisley
PA1 2HB**