UWS STUDENTS' UNION



# HELP MAKE THE RACE FAIR

## CANDIDATE APPROVAL COMMITTEE

**Paid student role**

Help ensure every potential candidate is assessed fairly and consistently.

**£13.45 Per Hour | January 2027**

## RECRUITMENT PACK

# Student Officer Team's Welcome



Thank you for considering applying to join our Candidate Approval Committee.

This year, UWS Students' Union is introducing new Faculty Vice-President roles as part of our new Student Voice system. Before students can stand for election, the Candidate Approval Committee will meet with potential candidates to consider whether they demonstrate the essential skills needed for the role.

As a Committee member, you will help ensure that every potential candidate is considered fairly, consistently and impartially. You will listen carefully, ask agreed questions and assess candidates against the criteria set out in the Faculty Vice-President person specification.

You do not need previous recruitment or interview experience. We are looking for people who can make fair decisions, communicate respectfully, maintain confidentiality and work well with others. Full training and guidance will be provided before the candidate meetings take place.

This is an important opportunity to support a fair and accessible election process and help establish the standards for these new student leadership roles.

**How to Apply**
To apply, please complete the **Application Form** and **Diversity Monitoring Form** on our website, and email them to recruitment@uwsunion.org.uk. Please note **we cannot accept CVs** as part of the application process.

- **Closing date:** 4th December 2026
- **Interviews:** 15th & 16th December 2026
- **Training:** 27th January 2027
- **Candidate interviews:** Between 1st and 19th February 2027

Thank you for your interest. We hope you will consider joining us.

Warm regards,

**Olakunle Stephen Adedoyin**
President

**Akriti Shyam**
Vice-President for Education

careers in students' unions

We are a Living Wage Employer



## About UWS Students' Union

We are a democratic, student-led charity. Everything we do starts with students - from elected officers who set our direction, to volunteers and societies who bring our campuses to life.

Our mission is simple:

> *"To be the voice for students at UWS, effecting change and maximising the student experience by creating a sense of belonging and offering opportunities to improve students' lives."*

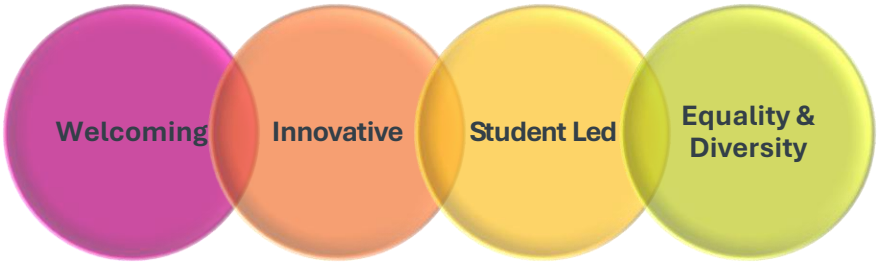
We work across five campuses: Paisley, Ayr, Lanarkshire, Dumfries, and London. Together, we create a Union that's led by students, for students.

We exist to:

- **Amplify student voices** to drive positive change across the University and beyond.
- **Empower students to lead** through campaigns, representation, and societies that reflect their passions and identities.
- **Build community and belonging**, creating spaces where students connect, celebrate, and thrive.
- **Champion wellbeing, equality, and sustainability** in everything we do.
- **Support students to grow in confidence**, developing skills that go far beyond their studies.

**Our Values:**

Our work is guided by our values:




## Fast Facts

**93%**

**Voted in favour of our new Student Voice Structure**

**88%**

**Satisfaction rate with our Union**

**91%**

**Of students worry about finances**

**653**

**No. of students supported by Welfare and Advice**




## About the Role

As part of our new Student Voice system, UWS Students' Union is introducing three new Faculty Vice-President roles. These are paid student leadership positions responsible for listening to students, representing their views and helping turn their ideas into action.

Before someone can stand for election, the Candidate Approval Committee will assess whether they demonstrate the essential skills required for the role.

As a Committee member, you will ask agreed questions, listen carefully and assess each potential candidate fairly against the published person specification. You will work with other Committee members to reach clear, evidence-based decisions while treating candidates respectfully and maintaining confidentiality.

The Committee does not decide who would be the "best" Faculty Vice-President. Its role is to confirm whether each potential candidate has demonstrated the essential skills needed to stand. Students will then decide who is elected.

The Committee's first assessments will be for the Faculty Vice-President elections in September 2026. Successful applicants may also be invited to take part in Candidate Approval Committees for other elected Student Officer roles during future election periods, including March 2027. This will depend on the roles being elected, your availability and any potential conflicts of interest.

No previous recruitment or interviewing experience is needed. Full training, agreed questions and clear assessment guidance will be provided.

This is a paid opportunity to develop experience in interviewing, assessment and collective decision-making while helping us deliver a fair and accessible election process.

# 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 Question 6: Meeting the Person Specification

Question 6 is the **most important part of your application**. This section asks you to outline your general experience, 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.
- If you need to include additional pages, make sure to clearly mark them with the **job title** and the relevant **application form section** at the top.
- Send your application in a **Microsoft Word** document.

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

# JOB DESCRIPTION

| | |
|---|---|
| **Job Title:** | **Candidate Approval Committee Member** |
| **Location:** | **Paisley, Ayr, Lanarkshire, Dumfries and London** |
| **Salary:** | **£13.45 per hour** |
| **Hours of Work:** | **Variable during January / February 2027** |
| **Type of Contract** | **Temporary** |

## Purpose of the Role

The Candidate Approval Committee provides a fair and consistent process for assessing whether potential candidates for elected Student Officer roles demonstrate the essential skills and attributes required to carry out the role. The Committee will initially assess candidates for the new Faculty Vice-President roles and may also assess candidates for other elected roles during future election periods.

Committee members will assess each potential candidate impartially against the published person specification, using only the evidence provided through the agreed selection process. The Committee is not responsible for choosing preferred candidates, comparing candidates against one another or assessing their political views or campaign priorities. Any potential candidate who demonstrates that they meet the essential criteria will be approved to stand in the election.

Candidate Approval Committee members are paid for their participation and must not be candidates in the election. They must also declare any actual or potential conflicts of interest and withdraw from an assessment where appropriate.

## Key Responsibilities:

**Assessing Potential Candidates**

- Assess potential candidates fairly and consistently against the recruitment criteria.
- Make impartial decision using only the evidence presented.
- Contribute to evidence-based decisions about whether each potential candidate meets the required criteria.
- Record clear reasons for decisions in accordance with the agreed process.
- Declare any actual or potential conflict of interest and withdraw from an assessment where appropriate.
- Ensure all applications, discussions and decisions are held in the strictest confidence.

**Training**

- Must be free to attend the CAC training on the 27th January 2027

**Candidate interviews**

- Must be able to attend interviews with candidates in the election between 1st and 19th February 2027

# Person Specification

| Criteria | Essential or Desirable |
|---|---|
| 1. Be a current UWS student studying at one of the campuses. | Essential |
| 2. Have some experience of being involved in a Students' Union or similar organisation in some capacity. | Essential |
| 3. Understand the importance of student representation and democratic participation. | Essential |
| 4. Assess evidence fairly and make impartial decisions against agreed criteria. | Essential |
| 5. Ability to communicate clearly and contribute constructively to group discussions and decisions. | Essential |
| 6. Able to work collaboratively with people from different backgrounds and experiences. | Essential |
| 7. Good IT skills, including confidence using video conferencing software for meetings. | Essential |
| 8. Commitment to the values and ethos of our Students' Union. | Essential |
| 9. Demonstrate a commitment to equality, diversity and inclusion. | Essential |
| 10. Have previous experience of recruitment, interviewing or other selection processes. | Desirable |
| 11. Be reliable and available for the required training and candidate assessment sessions. | Essential |

## Our Commitment to Sustainability

> *At UWS Students' Union, we are proud to align our work with the United Nations' 17 Sustainable Development Goals. These goals guide our approach to equality, wellbeing, climate action, and community impact - helping us build a fairer, more sustainable future for all students.*






**Best of luck with your application!**

@UWSStudents

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