



# Application Pack

Join us in our mission to make a positive difference for all OU students!

[www.oustudents.com](http://www.oustudents.com)



**Welcome**

## **Welcome to the OU Students Association!**

I'm thrilled that you're considering joining our team. We're a member-led Charity who are driven by our elected Student Representatives to make a difference for ALL OU students. This mission makes us more than just a workplace, and we are proud of our work to empower and amplify the Student Voice in the University, the HE sector and further afield!

With a team of around 40 passionate individuals, we're dedicated to making a real difference; whether it's through innovative programs, fostering inclusivity or advocating for positive change, we're committed to ensuring that every student feels supported, valued and heard.

We are proud of our culture of support and collaboration. We believe in empowering each other to bring our boldest ideas to the table, and working together to turn them into reality. Your voice matters here, and your contributions will help shape the services on offer to students to enhance their student experience.

So if you are a values-driven individual, looking for a hybrid role which offers autonomy, flexibility and exciting opportunities to develop personally and professionally, then why not dive into this job pack and learn more about the exciting role awaiting you at the OU Students Association.

Best wishes,

A handwritten signature in white ink that reads 'Beth Metcalf'. The signature is fluid and cursive, with a large 'B' and 'M'.

Beth Metcalf – Chief Executive Officer

*The Students Association is unlike any other organisation I've worked for in the past. Having come from a very corporate background, it was really refreshing to be welcomed into a relaxed but hard-working atmosphere where staff are trusted and encouraged without being micro-managed.*

*The Students Association is an incredibly supportive organisation that really nurtures their staff to grow professionally and personally. Not only are they genuinely interested in our wellbeing, but they actively encourage further training and development.*

## About us

**170,000**  
students spread  
across the UK,  
continental Europe  
and beyond!

**26+16**  
clubs societies

**199**  
total student  
volunteers

**£101,932**  
awarded in grants  
to students facing  
financial hardship  
in 2022-23

The Open University (OU Students Association) is a vibrant Charity set up to enable our student community, while representing our current membership of circa 170,000 students spread across the UK, continental Europe and beyond.

### Our students

Most of our students study part time and at a distance, many with work or carer responsibilities. Our student body is among the most diverse in the UK Higher Education sector, with the largest single community of disabled students in Europe.

You can find out more on our Association website!

### Our key objective

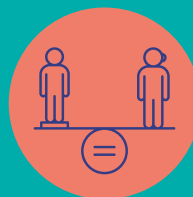
Whether we are elected, selected, appointed, paid or volunteers, we're passionate about improving the future of the OU and Association for all OU students.

### Our priorities

To help focus our strategy, we have four key priorities:



**Student support**



**The academic experience**



**Student wellbeing**



**The Neurodivergent  
experience**



## Mission

**To make a positive difference to all OU Students.**

## Vision

- Empower a student voice that is strong and effective in representing the diversity of our members.
- Work collaboratively with the University to ensure that students are at the centre of decision-making.
- Build an inclusive community which nurtures a sense of pride and belonging.
- Provide relevant, quality services which enhance the student experience.

## Our values



**Welcoming** We ensure every student feels welcome and supported whilst celebrating diversity, embracing all backgrounds, and fostering a sense of belonging.



**Accountable** We are accountable to members and actively work toward their best interests.



**Bold** Empowering people to be creative and ambitious in their actions, whilst striving to improve the experience of all our members.

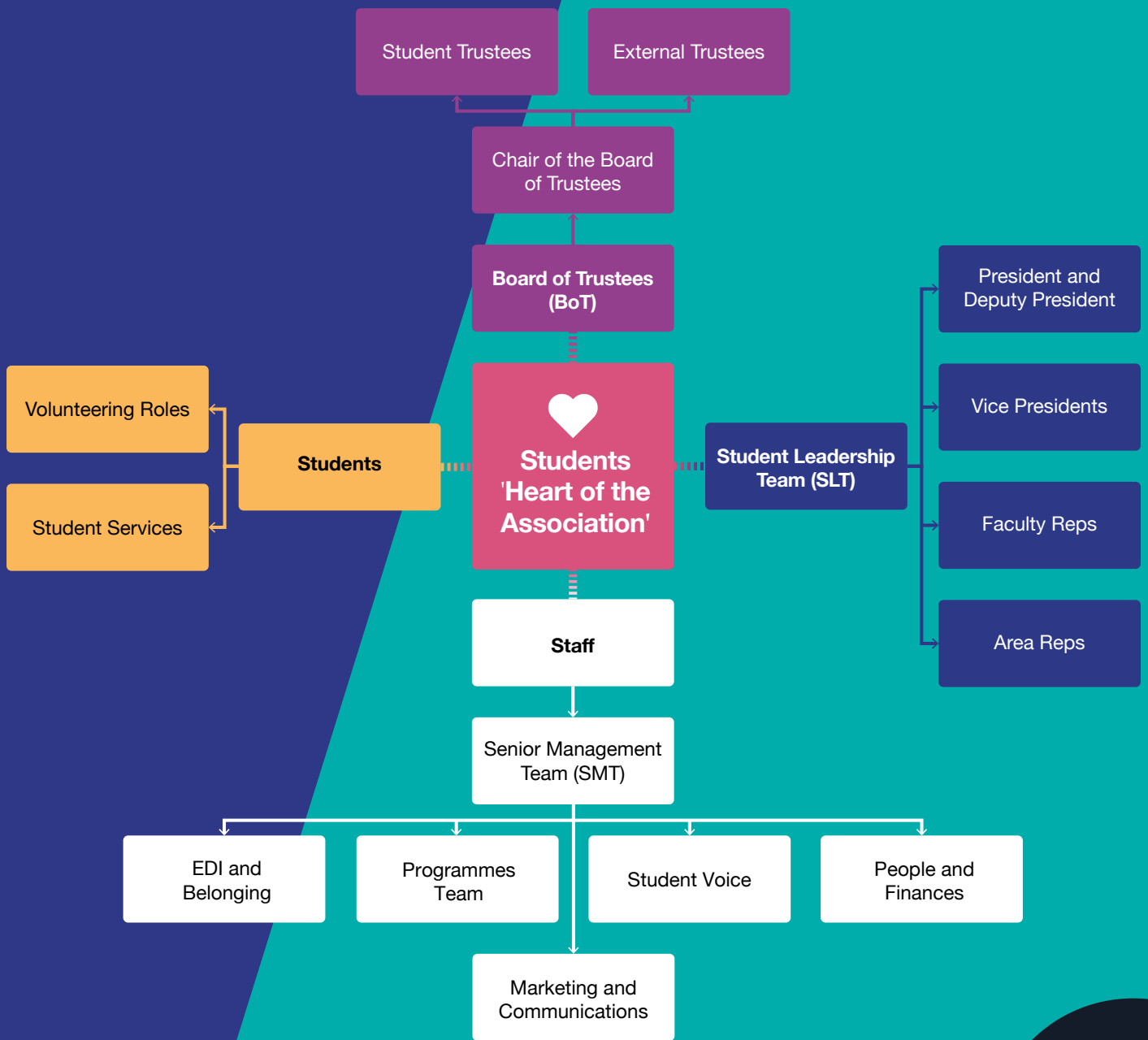


**Adaptable** We are dynamic in meeting the needs of our diverse members and reactive to changes that affect their experience.



**Sustainable** Ensuring we are responsible in our activities, safeguarding the future of the Association and promoting a positive environmental impact.

# Organisation structure



## Our staff

We are a friendly staff of circa 40 people, split across six specialised teams that work closely with our elected student representatives, and are responsible for delivering the wide range of services and activities undertaken by the Association:

**EDI and Belonging** support all OU students with equal access to appropriate services, regardless of the different challenges that they face.

Our **Programmes Team** manage and lead on the Association's portfolio of events and projects, ensuring they are carried out successfully from start to finish.

*The induction process involves attending half hour sessions with all the separate teams within OUSA. This is a great way to meet the entire team, but more importantly, it means that everyone knows who you are when meeting in person for the first time.*

The **Student Voice Team** are responsible for ensuring the student voice is heard across the University and they support the many representatives in their roles, including the Student Leadership Team.

The **People Team** are the Association's small HR team and lead the way in best practice for people management, while the **Finance Team** monitor the Association's financial standards and keep everything moving along.

Finally, our **Marketing and Communications Team** manage all of the Association's communications, social media channels, website and newsletters.



## Why you should work for us



### Generous annual leave

30 + days holiday (FTE) plus Bank Holidays and Christmas Closure days.



### Flexible working

You decide when and where you want to work around our core hours, with the possibility for agile working and options to work from home, the office or even a café.



### Automatic salary progression

Receive an automatic progression up the salary scale every October.



### Learning and personal development

Lots of skills, personal and team training opportunities.



### Pension

Excellent pension scheme with employer contributions of 14.5%.



### Study opportunities

Study any course or qualification for free with The Open University!



### Wellbeing

24/7 access to the Employee Assistance Programme (EAP), a brilliant team of Mental Health Champions, staff socials and wellbeing weeks! In 2023, we went to the Woad Farm Project and were seen herding sheep!



### Family friendly organisation

We have a range of policies to help you balance work life with your personal life, such as generous maternity leave, enhanced new parent leave (paternity leave) and a carers policy.



### Unpaid career breaks

Planning on taking some time off work to travel, try something new or just some time out? Don't worry as your role at the Association will be ready for you when you return.



### Eye healthcare

Free eye tests with Specsavers and reduced glasses.



### Commitment to equality, diversity and inclusion

One of our four key priorities and built into our values and behaviours.

## What our staff have to say

*The Association constantly seems to be improving and enhancing its policies for staff, which feels like we are always put at the forefront. I have never worked for an organisation where such things as fertility treatment is considered as well as having a policy for supporting staff going through the menopause. Supporting its staff feels like a top priority here and its why I've been here for over 10 years now!*

*The Association staff team has a real heart to it. Everyone looks out for one another, which makes it a lovely atmosphere to work in.*

*Hybrid working is a great perk, combining the comfort of home with great office collaboration. It's the perfect balance.*

*Being able to study for free with the Open University is an amazing benefit to working here. I am currently working towards my MSc and loving it! The Association really pushes you to develop personally and professionally.*

*The enhanced maternity and partner leave at the Association as well as the flexible working options available have made a huge difference to my ability to be actively involved in my son's life.*

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