



# Highlands and Islands Students' Association

## SHETLAND & ORKNEY LOCAL COORDINATOR



[www.hisa.uhi.ac.uk](http://www.hisa.uhi.ac.uk)



# The Highlands and Islands Students' Association

The Highlands and Islands Students' Association (HISA) is the democratic voice for students across the University of the Highlands and Islands (UHI), representing learners at every level of study—from further education and apprenticeships through to undergraduate and postgraduate programmes. Our representation spans the full breadth of the UHI partnership, working closely with ten Academic Partners to ensure students are supported, included, and empowered wherever and however they study. These partners are:

- UHI Argyll;
- UHI Inverness;
- UHI Moray;
- UHI North, West & Hebrides;
- UHI Orkney;
- UHI Perth;
- UHI Shetland;
- Highland Theological College;
- the Scottish Association for Marine Science (SAMS); and
- Sabhal Mòr Ostaig

Students within our community engage in learning through a wide variety of modes and locations—on campus, online, in the workplace, and via blended approaches—reflecting the unique geography and diversity of the UHI area. Because our students' experiences are so varied, it is vital that we hear and amplify every voice. HISA is led by an Executive Committee of student officers who are elected annually to serve in a range of portfolio roles. They are supported by a dedicated staff team that provides the administrative, operational, and policy expertise needed to turn student priorities into meaningful action and positive change.

# The Highlands and Islands Students' Association

HISA is registered charity and company limited by guarantee. Altogether, we are a team of around forty people working across the UHI area. Some of us are full-time and others part-time, but all are united by a commitment to enhancing the learning experience and championing the interests of all UHI students.

We also have a strong commitment to equality and diversity. HISA are proud to uphold fair employment standards as a Real Living Wage employer and to promote inclusive recruitment and progression as a Disability Confident Employer.





# About UHI

**The University of the Highlands and the Islands (UHI) is a university made up of 10 academic partners which provides both further and higher education.**

UHI is a diverse and flexible partnership serving our communities and connected to their needs. Our greatest strength is the diversity and flexibility of our partnership, and this empowers us to deliver more.

UHI offer flexible and supported learning from access level to PhD, which suits more people at more levels for more reasons.

UHI has 26,000 students and is proud of our unique place and deep roots in our communities, and this makes our teaching and research more connected to their needs.

Further information about UHI can be found on their website:

[www.uhi.ac.uk](http://www.uhi.ac.uk)





# What students think about HISA

HISA has had a very successful couple of years, delivering services and satisfaction to students. This satisfaction is demonstrated via its National Student Survey satisfaction score which has risen from 67% to 77% in the past 2 years, and a significant increase in student membership of our clubs and societies and student involvement in representation.

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*“As a UHI student, I have found HISA to be of invaluable benefit. HISA have supported in helping me find new 'student led' groups - improving the future development of interdepartmental collaboration, cross-campus connectivity, plus the wider community involvement of these projects - which has been hugely appreciated.”*

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*“HISA has been unbelievably helpful to us in getting our new club up and running, from patiently walking us through admin processes to generously granting us funds. Thanks to their help, we’ve been able to host social events and author talks and join the Scottish Association of Writers, which has opened numerous doors to all of our talented fledgling writers. Only one year in, UHI Scribblers has already become an incredible academic and social resource for students of all years. Thank you, HISA - you’re making a big difference!”*

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*“HISA's continued support for queer/trans students during our current period of turmoil has made me feel safer to be involved in the student community - I am so grateful for their openness and kindness.”*

# Shetland & Orkney Local Coordinator

The role of the Shetland & Orkney Local Coordinator is to facilitate and enhance student engagement in UHI Shetland and UHI Orkney, two of our island-based sites. This will be done through communication with students, elected Student Officers, college staff, HISA colleagues and external stakeholders to further the improvement of the student experience.

As the face of the Students' Association at UHI Shetland and UHI Orkney, the postholder is required to be primarily based on the Lerwick campus in Shetland to undertake these duties. They will be a point of contact for students' association activities at that campus, providing remote support (with occasional travel) for our work at UHI Orkney.

Tasks will include working with our elected Student Officers and course-level Student Voice Representatives to help them make change in the student experience, supporting our many student clubs and societies, helping students to organise events and campaigns, signposting students to the right kind of help, and working with a range of staff at the campuses to support the student voice in decisions.



# Main Responsibilities

## Key duties

1. Be the first point of contact for students at the Academic Partner, encouraging them to get involved in the Students' Association and extra-curricular activity.
2. Supporting and creating in-person events.
3. As directed by the Director of Student Engagement and Representation, support the following activities (this list is not exhaustive):
  - a. Support to the elected Student Officer, including delivery of their manifesto and priorities.
  - b. Engaging students in the work of HISA, including Welcome and induction activities, and support to local clubs, societies and activities.
  - c. The activities, communications and running of the Student Voice Representative (SVR) system, supporting and training students to shape their learning and wider student experience.
  - d. Developing wider approaches to student engagement in partnership with the college, including for our elections and feedback on learning.
4. Develop relationships with key members of staff within the college and key external stakeholders.
5. Work collaboratively with other HISA staff members as and when required for the development of wider student engagement work across UHI.
6. Provide advice and guidance to students where appropriate, including signposting to HISA, college and external services.
7. Undertake key administrative duties such as managing shared email inboxes, tracking finances and other relevant records.



# Main Responsibilities

## General duties

The exact responsibilities will change from time to time and the postholder is required to undertake any additional duties are deemed appropriate to the role.

All employees are expected to work within the ethos of the students' association and strive to achieve the following:

- Be enthusiastic advocates for student leadership and the organisation's values: Student-driven; Supportive; Sustainable; Inclusive.
- Promote a positive and professional image of the Association to its members, customers, stakeholders and other external organisations.
- Actively engage in student-facing projects and activities of all kinds as required.
- Work at all time within relevant legislation as well as structures, policies and procedures.
- Work co-operatively with other Association staff and Student Officers as appropriate, as well as relevant organisations.
- Adhere to the highest standards, especially of customer service and safety.
- Undertake necessary training and development and to attend all meetings as requested.
- Positively contribute to the organisation's ethical and environmental ethos.
- It may be necessary for the postholder to work out of hours on occasion e.g. to cover events and extended office opening hours. A system of time off in lieu will operate to cover this.
- Occasional travel to other UHI campuses might be expected.



# Person Specification



The successful candidate must be able to demonstrate all the essential criteria.

## Qualifications, training and experience

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"><li>• Educated to a good standard or equivalent experience.</li><li>• Experience of supporting and working with volunteers and staff.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in Further/Higher Education or with young people</li><li>• Experience of organising events or campaigns</li><li>• Experience of working with and supporting volunteers or elected individuals</li><li>• Experience of working in an office environment</li><li>• Experience of supporting and working with volunteers and staff</li></ul>

## Skills, knowledge and ability

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"><li>• Knowledge of current issues affecting students and Further/Higher Education</li><li>• Ability to communicate and maintain strong working relationships with a wide range of people at all levels</li><li>• Ability to present information clearly and concisely either in a written or verbal form</li><li>• Excellent interpersonal skills including communication, leadership and negotiation with people at all levels</li><li>• Ability to evidence a good level of IT skills</li><li>• Experience of working independently and within teams.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of meeting administration, including experience supporting participants to engage; report writing</li></ul>

It is also essential that the successful candidate can demonstrate our values (student-driven, supportive, sustainable, inclusive).

# How To Apply

All applications must be made through our online recruitment portal

[Access the application here](#)

This post will close at **11.00pm on Sunday, 19<sup>th</sup> July 2026**.

Interviews will take place in **the week of 3rd August 2026**. Please indicate in your application if any dates or times in that week are not possible.

If you wish to have an informal conversation about this role please contact:

**Simon Varwell**, Director of Student Engagement and Representation, [simon.varwell@uhi.ac.uk](mailto:simon.varwell@uhi.ac.uk)  
or **Aimee Cuthbert**, Development Manager, [aimee.cuthbert@uhi.ac.uk](mailto:aimee.cuthbert@uhi.ac.uk)

## Further Information

- This post is on Grade 2, £25,335 (FTE) per annum.
- This is a part-time, permanent role (21 hours per week).
- Annual leave entitlement is 28 days (pro rata) plus statutory public/bank holidays as well as a gifted winter holiday break of three to four days each December.
- The postholder will be expected to be based within a reasonable commutable distance of the UHI Shetland Lerwick campus and will be required to travel occasionally to other campuses.

This post undertakes regulated work with children and vulnerable adults; therefore, membership of the Protecting Vulnerable Groups (PVG) Scheme is required as a condition of employment. The successful candidate will be required to become a member of this scheme prior to commencing employment with HISA. HISA will organise your PVG check for you as part of the onboarding process.

HISA is committed to ensuring that our recruitment process is inclusive and accessible, communicating and promoting all vacancies, and offering an interview to applicants with a disability who meet the essential criteria for the post. For more information on the Disability Confident scheme, please visit their website.