

Information Pack

August 2026

- Student Community Organisers
- Learning Representatives
- Union Facilitator



061-400013



www.misu.ie



studentsunion@mic.ul.ie

WELCOME

We are delighted that you are considering one of the following roles with Mary Immaculate College Students' Union (MISU) for the 2026/27 Academic Year; Student Community Organiser, Learning Rep, or Union Facilitator.

MISU is the recognised representative body for the undergraduate and postgraduate students of Mary Immaculate College (MIC), Limerick and Thurles. The students of MIC are our members, and it is our role to provide support to and representation for them during their time in MIC. We help to make College life easier for them.

Our mission statement is: Giving you a voice, helping you to use it, and enriching your college experience. We give students a voice and help them to use it through our Representation, Advocacy, and Leadership activities, and we enrich their college experience through the provision of Services, Clubs & Societies, Events and Facilities. MISU is independent of MIC, but we work closely with the College in the interests of our members.

As a Student Community Organiser, Learning Representative, or the Union Facilitator, you will be play a key role in leading and delivering of MISU's Representation, Advocacy, and Leadership activities. As well as this, you will gain invaluable knowledge and experience as well as grow and develop your skills, all of which are a big win for your CV and future employment. By getting involved, you will get ahead !

This pack is designed to give you the information you'll need about each of the roles and MISU.

ABOUT MISU

MISU is the recognised representative body for the students of Mary Immaculate College. MISU has been a full-time professional representative for the MIC student body for more than two decades.

MIC students are an integral part of the MIC community, and MISU is here to champion their voice and experience within that community. MISU works to enhance life in MIC so that students' rights are protected, their needs and entitlements are met and their time in MIC is made valuable to their education and development, as well as fulfilling and enjoyable.

Student representation is the core of what we do, with the student body represented by a team of elected student officers. In addition to representation, the provision of Student Support Services, Clubs & Societies, Information Services and Commercial Services assists MISU in the delivery of a holistic and fulfilling student experience.

MISU operates as an unincorporated entity with our core activities and operations funded through a capitation grant.

Our commercial services provide an additional financial stream for us and these services are incorporated as a Designated Activity Company (DAC) known as MISU Commercial Services DAC.



ABOUT MISU

MISU is a dynamic, fast-paced, professional, positive and inclusive organisation. We are continuously growing, evolving and responding to and supporting the needs of our members.

Our values and principles underpin what we do, how we do it and what we believe in:



MISU is an equal opportunities employer and in working with MISU, you will join a dedicated, supportive and inclusive team of Staff and Student Officers.

Being involved with MISU Offers;

- A rewarding experience where you will gain and develop knowledge and skills that will put you steps ahead on your career path. A big win for your CV and future employers!
- Opportunity to make a difference; you will be at the heart of decisions about the student experience in MIC.

GOVERNANCE OF MISU

The governance of the Union is based on the democratic principle that every member shall have the fullest opportunity to participate in the Union's activities. MISU adheres to the principles and practices of good governance.

The governance of MISU is conducted on the following levels:

- 1. Referendum**
 - 2. Union General Meeting**
 - 3. Management Board**
 - 4. Democracy and Student Voice Framework bodies**
 - 5. Advocacy Officer Team**
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1. Referendum

A Referendum of the members of MISU is the supreme authority on all matters relating to the governance of MISU. A referendum is the ultimate determinant of Union structure.

2. Union General Meeting

The Union General Meeting (UGM) is a forum for member engagement with MISU governance. It can discuss matters of Union business and make recommendations to the Advocacy Officer Team and relevant governance bodies.

3. Management Board

The Management Board provides governance, oversight and strategic direction for MISU.

The Board:

- exercises strategic oversight of MISU's operations, governance, and financial management;
- supports and advises the Advocacy Officer Team in fulfilling their constitutional responsibilities;
- monitors compliance with legal, regulatory, and constitutional obligations;
- oversees MISU's long-term sustainability through strategic planning, risk management, and resource stewardship

GOVERNANCE OF MISU

4. Democracy and Student Voice Framework bodies

MISU shall establish and maintain a comprehensive Democracy and Student Voice Framework designed to ensure genuine democratic participation, effective representation, and meaningful accountability.

The Democracy and Student Voice Framework shall be guided by the following principles:

- **Accessibility:** Democratic participation shall be accessible to all students regardless of their available time, location, or previous engagement with the Union.
- **Inclusivity:** The framework shall actively include voices from all student demographics, particularly those traditionally excluded from democratic participation.
- **Responsiveness:** Democratic structures shall be responsive to changing student needs and capable of adaptation without constitutional amendment.
- **Accountability:** Clear mechanisms shall exist to hold student leaders and representatives accountable for their performance and delivery.
- **Empowerment:** Students shall be empowered to lead change on issues that matter to them, supported by appropriate infrastructure and resources.

5. Advocacy Officer Team

The Advocacy Officer Team shall be responsible for representing student interests, advocating on behalf of the student body, and implementing the decisions made by referendum and relevant governance bodies.

Base Documents;

[MISU Constitution](#)

[Schedule 7 – Democracy and Student Voice Framework Operational Procedures](#)

THE ROLE: STUDENT COMMUNITY ORGANISER (SCO)

Number of Positions Available	3 Student Community Organisers (Limerick) 1 Student Community Organiser (Thurles)
Payment	€14.85 per hour Payment is conditional on submission of monthly activity reports and adherence to role responsibilities.
Hours of Work	Up to 10 hours per week. Weekly hours will be determined by individual academic timetables, meeting schedules and representation needs.
Term	30 weeks, in line with the 2026/27 Academic Year
Dates to Note	31 st August @ 09:00am – Applications Open 11 th September @ 02:00pm – Applications Close Week of 22 nd September – Meet with Selection Panel 28 th September – Start Date 1 st & 2 nd October – Mandatory Training

Appointment of Student Community Organisers

Student Community Organisers will be appointed based on interpersonal skills, organising capability and commitment.

Purpose of the Role

- To build relationships with students, identify and raise priorities, and ensure those who face barriers to participation are heard.
- SCO's will spend most of their time in student spaces, listening to students, finding common issues and working closely with the Advocacy Officers so that student issues are fed into the right committees and decision-makers.
- Any campaigns which are surfaced by the SCOs and students, will be championed by the Advocacy Officers.

THE ROLE: STUDENT COMMUNITY ORGANISER (SCO)

Core Responsibilities

- Conduct one-to-one conversations and relationship-building with students across campus.
- Identify patterns in student concerns and emerging issues.
- Monitor the online petition platform and respond to submissions within 48 hours.
- Assess genuine student energy around issues using established criteria.
- Convene and support Campaign Teams around high-energy issues.
- Provide weekly written updates to Advocacy Officers on student priorities and campaign progress.

Training and Support

- Intensive training covering community organizing methodology, one-to-one conversation skills, campaign strategy, and boundaries will be given.
- Weekly team meetings for coordination and peer learning will take place.
- Monthly supervision meetings with the MISU General Manager will be arranged.

THE ROLE: LEARNING REPRESENTATIVES;

FACULTY BOARD & SPECIALIST / STRATEGIC REPS

Academic Reps

Number of Positions Available	2 Faculty Reps (Education) 2 Faculty Reps (Arts) 1 Thurles Academic Rep 1 Postgraduate Academic Rep
Payment	€1,000 per academic year honorarium Payment made in three termly instalments, conditional on 75% meeting attendance and submission of termly reports.
Hours of Work	Up to 70 hours per academic year Weekly hours will be determined by individual academic timetables, meeting schedules and representation needs.
Term	30 weeks, in line with the 2026/27 Academic Year
Dates to Note	31 st August @ 09:00am - Applications Open 11 th September @ 02:00pm - Applications Close Week of 22 nd September – meet with Selection Panel 28 th September – Start Date 1 st & 2 nd October – Mandatory Training

Appointment of Learning Reps

Learning Reps will be appointed based on programme knowledge, academic standing, communication skills and commitment.

THE ROLE: LEARNING REPRESENTATIVES;

FACULTY BOARD & SPECIALIST / STRATEGIC REPS

Specialist / Strategic Rep

Number of Positions Available	1 Specialist / Strategic Rep
Payment	€650 per academic year honorarium Payment made in three termly instalments, conditional on 75% meeting attendance and submission of termly reports.
Hours of Work	Up to 45 hours per academic year Weekly hours will be determined by individual academic timetables, meeting schedules and representation needs.
Term	30 weeks, in line with the 2026/27 Academic Year
Dates to Note	31 st August @ 09:00am – Applications Open 11 th September @ 02:00pm – Applications Close Week of 22 nd September – meet with Selection Panel 28 th September – Start Date 1 st & 2 nd October – Mandatory Training

Appointment of Learning Reps

Learning Reps will be appointed based on programme knowledge, academic standing, communication skills and commitment.

THE ROLE: LEARNING REPRESENTATIVES;

FACULTY BOARD & SPECIALIST / STRATEGIC REPS

Purpose of the Role

- To represent the student voice on faculty-level boards and programme boards and will make sure this representation reflects what MIC students are really experiencing in their academic life.
- To make sure the student perspective is heard when academics make decisions.
- To share student feedback on modules and programmes and help ensure the student voice is heard when decisions are being made which will impact the students' academic life.

Core Responsibilities

- Attend Faculty Boards and relevant academic committees.
- Ensure student representation at Course Boards (attending personally or arranging programme-specific representatives). Learning Representatives shall follow up with programme-specific representatives to ensure updates and feedback is provided.
- Gather structured feedback from student cohorts through consultation.
- Submit termly reports to Advocacy Officers identifying themes, concerns, and opportunities.
- Escalate issues requiring institutional advocacy.

Training and Support

- Induction training will cover governance structures, committee processes, feedback collection methods, and representation skills.
- Regular check-ins with the MISU General Manager for coordination and support will take place.
- Regular coordination meetings with all Learning Representatives will be arranged.

THE ROLE: UNION FACILITATOR

Number of Positions Available	1 Union Facilitator Facilitates democratic meetings including the Student Confidence Conference (SCC) and Democratic Procedures Committee (DPC)
Payment	€14.15 per hour
Hours of Work	Up to 4 hours per session in addition to training. SCC meets twice per academic year DPC meets 3-4 times per year as required.
Term	One Academic Year which is renewable.
Dates to Note	31 st August @ 09:00am - Applications Open 11 th September @ 02:00pm - Applications Close Week of 22 nd September – meet with Selection Panel 28 th September - Start Date 1 st & 2 nd October – Mandatory Training

Appointment of the Union Facilitator

Selection criteria to be used: facilitation skills, impartiality, understanding of democratic processes, and availability.

Purpose of the Role

- To ensure fair process, effective deliberation, and neutral chairing of democratic forums.
- To chair Student Confidence Conference sessions and Democratic Procedures Committee meetings.

THE ROLE: UNION FACILITATOR

Core Responsibilities

- Chair Student Confidence Conference sessions.
- Chair Democratic Procedures Committee meetings.
- Ensure fair participation and adherence to meeting procedures.
- Manage time effectively during sessions.
- Support synthesis of recommendations and conclusions.
- Remain impartial and not influence outcomes.
- Determine whether sufficient attendance exists for meaningful democratic accountability where no strict quorum applies.

Training and Support

- Comprehensive training in facilitation techniques, deliberative democracy, and sortition processes will be given.
- Ongoing support from the MISU General Manager will be available.
- Access to external facilitation resources and development will be available.

SELECTION CRITERIA

In addition to the appointment criteria for each of the roles, applicants should also have a

- Commitment to and passion for advocating and representing the MIC student body.
- Enjoy being part of a dynamic environment.
- Flexible team player who is goal focused.
- Empathetic and approachable.
- Excellent verbal and written communication skills.
- Familiarity with GDPR, Google Workspace including Gmail and Drive, Microsoft Office including Outlook, Teams, Word, and Excel as well as an understanding of MISU's work as well as our aims & objectives.

Key Requirements

1. Commitment to carry out the responsibilities of the role during the 2026/27 Academic Year.
2. Available to participate in Mandatory Training on Thursday 1st and Friday 2nd October 2026 on the Limerick Campus. More information is available on the next page.

MANDATORY TRAINING INFORMATION

Successful candidates will be required to attend two days of Mandatory Training on Thursday 1st and Friday 2nd October 2026 on the Limerick Campus.

MISU will liaise with MIC to allow for attendance at training and can support with reasonable travel costs.

Mandatory Training sessions will be lead by Ollie Kasper-Hope from Alkhemy Group Ltd. and will cover the following essential aspects of the roles;

Day One (Thursday 1st October 2026) - Community Organising

- The MISU model and where each role sits within it
- The organiser mindset: helping students run their own campaigns rather than the SU running them for them
- Listening and surfacing issues: being in student spaces, spotting patterns, one-to-one conversations
- Storytelling: how to draw out a student's story and use it to move people to act
- Supporting students to form campaign teams

Day Two (Friday 2nd October 2026) - Campaigning and Advocacy

- Power analysis: who decides, who influences, and who to focus on
- Campaign planning: aims, tactics, and the work done outside the committee room
- Advocacy in practice: preparing for boards and committees so the meeting itself is the easy part
- Working as a team: Advocacy Officers, SCO's, and Learning Reps together, no silos
- One live issue worked from start to finish

APPLICATION PROCESS

HOW TO APPLY

Applications reflective of each of the roles and their responsibilities as well as details on the supporting document are available on www.misu.ie.

To submit an application, please fill out the relevant application form on our website, ensuring you upload your supporting document to your application form.

If you experience issues in completing the form, please email chloe.keogh@mic.ul.ie.

NEXT STEPS

Applications must be received by 02:00pm on Friday, 11th September 2026. Late applications will not be considered.

Applicants will be shortlisted and invited to meet with the selection panel based on their qualifications and answers to questions in their application form.

Applicants being invited to meet with the selection panel will be notified by Wednesday, 16th September.

It is expected that meetings with the selection panel will take place on 22nd September 2026.

The proposed start date for all roles is ideally Monday, 28th September 2026.

Two days of mandatory training will take place on the Limerick Campus on Thursday 1st and Friday 2nd October 2026.

INFORMAL QUERIES

If you would like to have an informal chat about any aspects of the roles, please contact chloe.keogh@mic.ul.ie

ABOUT MIC

Mary Immaculate College (MIC), founded in 1898, is a third-level Catholic College of Education and the Liberal Arts. MIC has close to 5,000 students participating in a multitude of academic programmes, over two campuses – Limerick and Thurles.

MIC is an ambitious university-level institution in the Catholic intellectual tradition, providing a unique learning experience within an ideal ambience for higher education participation. The College community promotes excellence in teaching, learning and research at undergraduate and postgraduate levels. It seeks to foster the intellectual, spiritual, personal and professional development of students within a supportive and challenging environment that guarantees the intellectual freedom of staff and students. The College endeavours to offer its students the means to a flourishing life through the highest quality of academic engagement within a rounded and holistic context of participation.

The College calls upon its learning community to make a difference in the broader world, bearing in mind a received obligation to galvanise efforts to foster social justice and promote equality for the most marginalised.





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