



## Role Description

<b>Post:</b>	<b>President</b>
<b>Salary:</b>	<b>£21,257 per annum (current salary)</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Responsible to:</b>	<b>Trustee Board / Student Council</b>

## Purpose of the post

To lead on representing Worcester students to the University and other stakeholders. To actively encourage students to get involved with the Students' Union and its services and activities.

To take a lead on the Union's work on welfare, EDI (equality, diversity and inclusion), governance and democracy, and sustainability, and to be the lead representative supporting the Union's Student Networks.

To chair the Union's Trustee Board and, where agreed, sit on Trustee Board Appointments Panels. To chair Executive Committee and Welfare and Inclusion Council and sit on the University Board of Governors.

## Duties and responsibilities relating to all Officer Trustees

### Working within the Union

- Be a Trustee of Worcester Students' Union, playing an active role in the Board and its Finance Sub-Committee and helping to ensure the Union complies with relevant legislation.
- Work with trustees, staff and volunteers in a constructive manner and for the greater good of the Union.
- Work collaboratively with Union staff and the Chief Executive to ensure the Union meets its charitable aims and furthers its strategic goals.
- Ensure that the Union does not undertake activities that put its financial stability, members or reputation at undue risk.
- Be an active member of the Union's Executive Committee.
- Constructively challenge the Union and the University to meet the needs of a diverse membership, ensuring their views are researched and represented.
- Promote creativity and innovation in thinking and delivery of services.
- Play an active role and represent the Union in key events such as Welcome Week, Varsity, Open Days and Celebration Week.

- Support the delivery of the Union's outreach programme/s and ensure the Union reaches out to a wide range of students.
- Always act and behave in accordance with the Union's values, vision, policies, and procedures, setting an example to others. This includes the both the Union's Code of Conduct for Members and Officer Trustees and its Code of Conduct for Trustees.
- Act as a signatory on the Union's bank accounts.

### **Working with Students**

- Be an active Student Councillor, attending all meetings and providing reports at each meeting of the activities you have undertaken and planned.
- Chair relevant Union committees and meetings.
- Help to ensure the Union's governance and democratic processes are relevant and accessible to students.
- Promote active involvement in the Union to all its members, including students who are traditionally 'harder to reach', such as BAME, mature, part-time, postgraduate, and international students.
- Promote student participation in the Union's Ideas Forum.
- Initiate and promote campaigns that improve student life.
- Promote the values of diversity and equality of opportunity amongst the membership.
- Promote the need to protect and sustain the environment and help the Union engage members in this issue.
- Ensure student consultation is at the heart of the SU by allocating 'student facing' time.
- Maintain a good knowledge of current issues affecting students in Higher Education.

### **Working with the University**

- Represent the Union and its members on University Committees, panels and working groups, preparing reports and presentations where needed and reading papers in advance so that you can best represent students' interests.
- Attend regular meetings with the University Executive, Vice Chancellor, Provost, Deputy Pro Vice Chancellor, and other senior University staff members.

## **Main Duties and Responsibilities as President**

### **Working within the Union**

- To collectively support and represent the Union as a Full-Time Officer team, representing the Union where necessary to the University and other stakeholders.
- Ensure that the Executive Committee is efficient, effective, and working well as a team.

- Ensure that all activities undertaken by the Union are for the benefit of the membership and to help enhance their educational experience.
- Chair the Union's Trustee Board and its Finance Sub-Committee, as well as the Executive Committee.
- Work closely with the Chief Executive on the Union's strategic development to ensure a culture of continuous improvement and services that are relevant and informed by research and student consultation.
- Ensure the Chief Executive has appropriate support to perform their role to the highest standard.
- To ensure strong communication between the officer and staff team.
- Liaise with the Union's Advice Service on welfare related issues or issues that may be affecting the membership and require action. This includes working together to ensure that the Union's Welfare Working Group delivers outcomes for students.
- Attend Union meetings and committees as agreed and required.

### **Working with Students**

- Take a lead on the development and promotion of the Union's democratic structures, working with Union staff to ensure that students are active participants in the Union's governance.
- Take a lead on representing students with regards to welfare and support, working closely with Union staff and Student Services to ensure student welfare is at the heart of the student experience.
- Represent the membership in relation to housing and accommodation, working with relevant Union staff and the University accommodation team.
- Be the lead Officer supporting the Student Networks, working with relevant Union staff to support these groups, encourage inclusion, and students' participation in the Networks.
- Chair the Union's Welfare and Inclusion Council, working with relevant Union staff to ensure that it is an active and productive committee that is developing relevant policy and ideas.
- Be the lead Officer in matters relating to Equality, Diversity and Inclusion (EDI) and chair the Union's EDI Working Group to develop inclusive practices and services, and targeted action plans.
- Champion the needs of international students, in liaison with the International Office of the University and the International Students' Network.
- To lead the Union's actions on Sustainability, working closely with the Sustainability Network and ensuring we meet the conditions laid out in the United Nations SDG Accord.
- Represent the membership in relation to the development of key University policies around recruitment and access.

- Take a lead on ensuring a fantastic welcome to new students at Worcester, through introductory talks and Welcome Week, promoting what the Union can do for them.

### **Working with the University**

- Sit as a full member on the University's Board of Governors and on any of its sub-committees, as agreed for the role. The President currently sits on the Finance and Development, Remunerations, Governance and Nominations, and Business Continuity sub-committees.
- Liaise with a wide range of university departments, as well as external stakeholders, to ensure opportunities and services are promoted that appeal to students.
- In consultation with Union staff, represent the Union in matters relating to data and information.
- Represent students on issues relating to safeguarding and Prevent.
- Represent students on issues relation to fees and finance.
- With the Vice President Education, support the University to promote the National Student Survey (NSS) and the Course Experience Survey (CES) or their future equivalent/s.
- With the Vice President Education, work with the University in relation to national educational policies.

### **Working Externally**

- Be the key link with the NUS, ensuring the involvement of the Union in appropriate national campaigns and representation at regional and national events.
- Attend NUS Conference as the lead delegate, representing the views of the membership through prior consultation and by feeding back.
- Represent the Union to the local community including sitting on the University's Community Forum.
- Liaise with other Elected Officers and Presidents nationally to gain and share ideas and best practice.
- Be the key contact for external organisations, both local and national, and the media.

### **Other**

- Other reasonable duties as may be required that are commensurate with the role.
- To carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

**Person Specification**

<b>As an Officer Trustee you should be</b>	<b>Essential</b>
Be a current University of Worcester student	✓
Committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Able to work positively as part of a team providing and receiving constructive comments where necessary	✓
Able to complete tasks to the best of your ability leading by example	✓
Able to maintain strict confidentiality	✓
To have good judgement and be able to recognise when to ask for help	✓
Able to partake in collective decision making and to make those decisions objectively and then stand by those decisions (whether or not you may wholly agree with them).	✓
Able to respect boundaries between governance and management structures within the Union	✓
Conscientious in preparing for meetings and committees, displaying empathy for both those you represent and those you are working with	✓
Committed to the principles of, and further developing your understanding of, equality, diversity and inclusivity	✓
Able to act in the interests of the Union and its members at all times	✓
Be able to bring a positive attitude to their duties which in turn motivates those around them to achieve and develop services to meet students' needs.	✓

**Removal from Office**

The role of Full-time Officer Trustee is unique and comes with significant responsibility and expectations. Any Full-time officer may be removed from office via the democratic processes outlined in the Union's Constitution, Bye Laws and Code of Conduct (for Members and Officer Trustees) or via the Disciplinary Procedures relating to Officers in the Staff Handbook. Please refer to these documents for more information.