



Role Description

Post:	Vice President Education
Salary:	£17,584 (Point 13)
Hours:	37 hours per week
Responsible to:	Trustee Board / Student Council

Purpose of the post

To lead on representing Worcester students on matters relating to their academic experience. To actively encourage students to get involved with the Union's representative activities. To sit on the Union's Trustee Board, Student Council, and Executive Committee, as well as the University Board of Governors.

Duties and responsibilities relating to all Officer Trustees

- Be a Trustee of Worcester Students' Union, playing an active role in the Board and its Sub-Committees and ensuring the Union complies with relevant legislation;
- Work with trustees, staff and volunteers in a constructive manner and for the greater good of the Union;
- Ensure that the Union does not undertake activities that put its financial stability, members or reputation at undue risk;
- Be an active Student Councillor, attending all meetings and providing reports;
- Be a key member of Executive Committee and support part-time officers and reps in their roles;
- Work collaboratively with Union staff and the Chief Executive to ensure the Union meets its charitable aims and furthers its strategic goals;
- Represent the Union and its members on University Committees, panels and working groups, preparing reports and presentations if needed;
- Attend regular meetings with the University Executive, Vice Chancellor and Pro Vice Chancellor (Students);
- Chair relevant Union committees and meetings;
- Promote active involvement in the Union to all its members, including mature, part-time, postgraduate and international students;
- Initiate and promote campaigns that improve student life;
- Constructively challenge the Union and 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;
- Ensure the Union's governance and democratic processes are relevant and accessible to students;

- 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 SU on Tour programme 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;
- Promote the values of diversity and equality of opportunity, as well as of the environment, amongst the membership.
- Maintain a good knowledge of current issues affecting students in Higher Education;
- Act as a signatory on the Union's bank accounts.

Main Duties and Responsibilities as Vice President Education

- Deputise for the President when necessary;
- Represent members' interests in relation to academic issues, working closely with the University Pro Vice Chancellor (Students) and academic leads;
- Initiate and co-ordinate campaigns that support students' academic interests;
- Ensure that the Student Voice goes from strength to strength with active and engaged Course Reps;
- Ensure a regular forum for Institute Reps to feedback on current academic issues and to generate ideas;
- Co-ordinate and chair the Course Rep Forums, in collaboration with the Pro Vice Chancellor (Students), ensuring relevant agenda items and attendance of appropriate senior staff;
- Play a key role in the co-ordination and delivery of training and ongoing support of Course Reps;
- Liaise with the University to ensure appropriate support and contact with students and Reps at partner institutions;
- Lead on the planning and promotion of the Students' Choice Awards for Outstanding Staff, ensuring it is a recognised element of the University calendar;
- Provide information for individual students or groups of students around academic issues, referring them to the Union's advice service and, where necessary, accompanying them to formal meetings or hearings;
- Liaise with University departments such as ILS and Student Services;
- Represent the membership in relation to quality assurance arrangements, as well as on policies relating to achievement, progression and retention;
- Lead on the Union's efforts to help the University promote the NSS or its future equivalent;
- Lead on the Union's negotiations and discussions with the University in relation to national educational policies;
- Ensuring Union input into the development and review of academic policy;
- Liaise with the Union's Advice Service on academic related issues or trends that may be affecting the membership and require action;
- Attend Union meetings and committees as required.
- Other reasonable duties as may be required that are commensurate with the role.

Person Specification

As an Officer Trustee you should be	Essential
Be a University of Worcester student	✓
Committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Constructive about the opinions of others	✓
Able to act responsibly when undertaking tasks and to lead by example	✓
Able to maintain strict confidentiality	✓
Able to challenge constructively and with relevance	✓
Able to make collective decisions and stand by them	✓
Able to respect boundaries between governance and management structures	✓
Conscientious in preparing for meetings and committees, understanding that you are representing others	✓
Committed to the principles of equality, diversity and inclusivity	✓
Able to act in the interests of the Union and its members at all times	✓
Motivate staff 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 and Bye Laws or via the Disciplinary Procedures relating to Officers in the Staff Handbook. Please refer to these documents for more information.