



Passionate about the Academic Experience? Why not run as VP Education?

Salary: £18,348

The Vice President Education role really says it all in the name; it is everything Learning, Teaching, Exams, Coursework, Studying and Academic Representation. They develop and implement education policy, ensure quality teaching, learning support and resources and ensure that the university develops graduates ready for the world of work.

There are certain meetings that the VP Education attends to better understand these issues many of these are with different departments and boards within the University. To ensure students are represented in the development of student academic experience at Worcester.

More importantly you will lead the Academic Representation programme, working closely with School Reps and Course Reps to ensure that the student voice is heard from course to University Executive level. You will work with Reps to find out what issues students face in their academic life, ensure this is fed back to the University and that action is taken to resolve any issues that students face.

This is because big part of the role is putting **pressure** on the University to make improvements that are important to students. Lobbying, negotiating, campaigning are all tactics that VPs use to do this.

Within the remit it is really up to the individual what they want to achieve and how they want to go about it.

All Full-Time Officers' Responsibilities

- 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 outreach 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.

Individual Role Description

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 the regular running of **Education Council for School Reps and Academic Society Chairs** 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;
- To work with Union staff and School Reps to deliver both the **Course Rep Conference and Change Week**.
- **Liaise with the University** to ensure appropriate support and contact with students and Reps at partner institutions;
- To co-chair the **Academic Representation Oversight Committee (AROG)** with the Pro Vice Chancellor Students
- 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.
- Sit on the University’s Board of Governors.
- Other reasonable duties as may be required that are commensurate with the role.

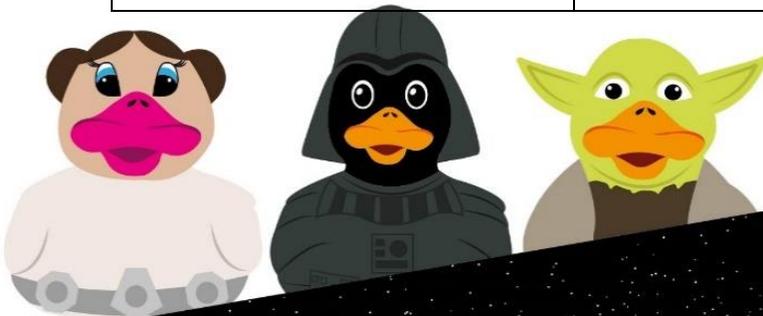
Along with your individual manifesto aims and role descriptions, there will be operational activities within the Student’s Union and University that you will automatically be involved in as one of the SU’s Full Time Officers.

Below are a few examples of these activities that the Vice President Education has undertaken, from the last couple of years:

- Working with the University on new policies and processes e.g. the Student Charter, The Teaching Excellence and Student Outcomes Framework (TEF), Timetabling etc.
- Co-ordinating and chairing Course Rep forums and Education Councils
- Leading on the creation of a new Code of Practice for Academic Representation
- Leading on the Union’s campaign for a Peoples Vote on the final Brexit deal.
- Helping to organise the Union Awards: Student Choice
- Supporting the promotion of the National Student Survey (NSS) and Course Experience Survey (CES) and working with the University on any action plans coming out of the results of the NSS or CES

General competencies and skills necessary for Full-Time Officer posts

Competency or quality	Why?
Good communication skills	As an elected representative of the study body, your key role is talking and listening to students and representing their views and interests to the University.
Good presentation skills	You will be expected to present reports to a range of University committees and meetings, to deliver induction talks to new students and to run training courses and information sessions to groups of students throughout your year in office.
Good time-management and organisational skills	Your typical day will involve attending meetings and working on a number of projects whilst keeping on top of communications to and from students and SU and University staff.
Good understanding of current political, social and economic factors relating to Higher Education and issues of concern to students	As a spokesperson for students, you will be called on to explain what students think about a range of local, national and international matters which may have an impact on the student experience





Competency or quality	Why?
Ability to establish and maintain good working relationships with a wide range of individuals	You will be liaising regularly with senior University staff, governors and SU trustees, other SUs and universities, external companies and commercial partners as well as students.
Enthusiastic approach to learning and personal development	You will have a wide range of opportunities to attend local and national training courses and conferences, including NUS officer training, which will enhance your skills and confidence
Commitment to equality and diversity and to the values of the SU	You will take responsibility of ensuring that the SU and its services are accessible and openly inclusive for all students, whatever their background, age and interests
Self-motivated and enthusiastic	The ability to effect positive change for students comes from a willingness to start and see through initiatives
Ability to take a constructive and co-operative approach to solving problems and making decisions	You will be part a larger team of officers and staff and so will need to be able to negotiate, compromise and remain calm in situations which may sometimes be challenging and where there may be conflicts of interest
Reliable and honest	You will have a very busy diary but also have important responsibilities as a Trustee of the SU
Willing to work unsocial hours / weekends	This is at times really not a 9-5 job! Over the course of your year in office, you should expect to work during a number of weekends and to attend evening meetings and events
Flexible and adaptable	Things never stand still in the SU for long and it is a fast-paced environment

Full-Time Officers are fully supported by SU staff, but it is important that you are able to meet a number of the above, even if not all, for you to be comfortable in the role. It is a demanding (and brilliant) role that requires individuals to work hard and get stuck in! If you have any questions about what's required, please arrange to talk to a member of SU staff.

