

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

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;



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- 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, Deputy Vice Chancellor and Provost, Deputy Pro Vice Chancellor, and other senior University staff members.

Individual Role Description

Vice President Education

Working within the Union

- Deputise for the President when necessary;
- Chair the Union's Student Council;
- Chair the Union's HR Sub-committee of the Trustee Board;
- Be an active member of the Union's Equality, Diversity and Inclusion (EDI) Working Group working with colleagues to develop inclusive practices and services, and targeted action plans;



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- Liaise with the Union's Advice Service on academic related issues or trends that may be affecting the membership and require action;
- Lead on the Union's efforts to help the University promote the National Student Survey (NSS), Course Experience Survey (CES), Postgraduate Taught Experience Survey (PTES) and Postgraduate Research Experience Survey (PRES) or their future equivalent/s;
- Ensure Union staff input into the continuing development and review of academic policy;
- Attend Union meetings and committees as agreed and required.

Working with Students

- Ensure that the Student Voice goes from strength to strength with active and engaged Course Reps and School Reps;
- Chair the Union's Education Council, working with relevant Union staff to ensure that it is an active and productive committee and taking the lead on developing relevant policy and ideas;
- Initiate and co-ordinate campaigns that support students' academic interests;
- Co-ordinate and chair the Course Rep Forums, in collaboration with the Deputy Provost, 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 and School Reps;
- To work with Union staff and School Reps to deliver an annual Course Rep Conference and Change Week or equivalent/s.
- 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;
- Lead on the planning and promotion of the annual Students' Choice Awards for Outstanding Staff, ensuring it is a recognised element of the University calendar as well as supporting the delivery of the wider Union Awards;

Working with the University

- Represent members' interests in relation to academic issues, working closely with the relevant members of the University's Executive and academic leads;
- Maintain good relations with the University's Deputy Vice Chancellor and Provost, Heads of Schools and College Directors.
- To co-chair the Academic Representation Oversight Committee (AROG) with the Deputy Provost;
- Liaise with the University to ensure appropriate support and contact with students and Reps at partner institutions;
- Liaise with University departments such as the Academic Quality Unit and Student Services;
- Represent the membership in relation to quality assurance arrangements, as well as on policies relating to achievement, progression and retention;





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- Lead on the Union's negotiations and discussions with the University in relation to national educational policies;
- Sit on the University's Board of Governors and on any sub-committees, as agreed for the role. The Vice President Education currently sits on the Audit and Risk and Human Resources sub-committees.

Working Externally

- Work with the President to represent WSU externally to organisations like NUS and the Office for Students on issues relating to education policy.
- Attend NUS Conference as a delegate, representing the views of the membership through prior consultation and by feeding back;
- Support the President to represent the Union to the local community including sitting on the University's Community Forum;
- Liaise with other Elected Officers and Vice President Educations (or equivalents) nationally to gain and share ideas and best practice;

Other

- 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
- Working with the University to agree a student safety net during the pandemic.
- 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





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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
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.

