



Role Description

Post:	Vice President Education
Salary:	£20,055 per annum (subject to increase in April 2023, pay review pending)
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 Student Voice activities and the academic representation system, including becoming Course and School Reps, and to be the lead point of contact for student Reps.

To Chair the Union's Education Council and Student Council. To sit on the Union's Trustee Board, Chair the HR and Remuneration Sub Committee of the Board, and, where agreed, sit on Trustee Board Appointments Panels. To sit on Executive Committee and as well as 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, Deputy Vice Chancellor and Provost, Deputy Pro Vice Chancellor, and other senior University staff members.

Main Duties and Responsibilities as 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;

- 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;
- 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.
- 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

As an Officer Trustee you should be	Essential
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 and Bye Laws or via the Disciplinary Procedures relating to Officers in the Staff Handbook. Please refer to these documents for more information.