

# City University London Students' Union

## Opportunity Profile

This opportunity profile is designed to give you an idea of what your position with the organisation will involve. It highlights the commitments, skills and benefits you can expect taking up the role.

**Role:** Students' Union President

**Department:** Student Voice & Democracy

---

**Opportunity:** The President provides leadership for the Students' Union and is the main ambassador and external spokesperson for the Union. The role includes:

- Working with senior members of the University, staff and officers of the local Council, local MP's and other external stakeholders.
- Leading the team of sabbatical officers and the part-time officers
- Working closely with the Union's management to ensure that the organisation is delivering its charitable purpose and working towards its vision and values.
- Acting as a member of the, University Council, Senate and Academic Governance Committee.
- Being a Trustee of the Students' Union: The Trustees are ultimately responsible, individually and collectively, for all activity within CITY STUDENTS' UNION. The Board of Trustees is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of and agree a long-term strategy and approve and monitor plans to deliver the strategy.
- Chairing the Board of trustees (providing leadership for CITY STUDENTS' UNION and for the Board, acting as the main ambassador for the Union) and the University Student Community Working Group.

**Benefits:** Full time paid position for 1 year. The role offers extensive leadership and development and training opportunities. The post-holder will gain and develop a number of skills and experience which will help them in future careers: Key communication and collaboration skills, opportunities to display initiative and leadership are inherent in the position; The ability to work closely both with fellow students and with academics and administrators at all levels of the University will also be valuable experience; The ability to make – and to demonstrate your ability to make – effective change to improve the experience of City students; Executive experience at a high level

### **Duties and Responsibilities:**

1. To Chair the Students' Union Trustee Board
2. To support the work of the Full Time Officer team and work with the other Sabbatical officer to ensure that the work of the Union is cohesive and joined-up.

3. Be responsible for communication on behalf of CITY STUDENTS' UNION, and the representation of student views and interests to the University, locally and nationally by acting as the public face of the Union.
4. Oversee the Union's relations with the external media and coordinate with the VP Activities and development on internal student media relations.
5. Promote the democratic structure and functioning of the Union, including elections and referenda.
6. Be responsible for the Union's work in relation to national student issues and community issues. Take the lead, and work in conjunction with the other Sabbatical Officers, on issues of Student Welfare, support for Liberation, and International student issues.
7. Take the lead in campaigns on national student issues, and in other areas where the President is responsible and takes the lead, as well as ensuring in coordination with the other Sabbatical Officers that the Union runs challenging and effective campaigns on student issues generally.
8. Attend appropriate University meetings such as University Council and Senate and ensure that high level leadership and high level negotiations take place.
9. Liaise regularly with senior University staff, and other staff where appropriate at all levels, other Union Officers at City and nationally, NUS Officers and students.
10. Manage relationships with stakeholders and oversee the Union's relations with the local community.
11. Respect the remit of the other Sabbatical Officers, consulting and working in conjunction with them when issues either cross remits, do not fit within any one officer's remit, or where action by the President may be advantageous for the goals of CITY STUDENTS' UNION.
12. As Trustee:
  - Ensure that CITY STUDENTS' UNION acts in accordance with its charitable objects, constitution and other guiding documents and, in particular, remains true to its Mission, Vision and Values.
  - Help CITY STUDENTS' UNION achieve its objectives.
  - Ensure that CITY STUDENTS' UNION complies with all relevant legislation and regulations, including relevant charity acts and education acts.
  - Ensure that CITY STUDENTS' UNION does not undertake activities that put its financial stability, members or reputation at undue risk.
  - Work with other trustees, staff and volunteers in a constructive manner and for the greater good of CITY STUDENTS' UNION.
  - Participate fully in Board meetings and join one of the Board's Committees.
  - Use their personal skills and experience to ensure CITY STUDENTS' UNION is well run and efficient.
  - Seek external professional advice where there may be material risk to CITY STUDENTS' UNION or where the Trustees may be in breach of their duties, or at any other appropriate moment.

- Add value to the Board and CITY STUDENTS' UNION through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

### 13. As Chair of the Trustee board:

- Help manage working relationships among the trustees and with the General Manager
- Lead the recruitment and selection of future Board members
- Take on the lead ambassadorial role for CITY STUDENTS' UNION
- Contribute to creating and sustaining a 'learning Board' by participating in or leading board induction and board development activities
- Co-ordinating and chairing meetings of the Board
- Act as a member of the committees of the Board

Student Trustees and Officer Trustees have a particular responsibility to:

- Ensure decisions of the Board and its Committees take account of the needs and views of CITY STUDENTS' UNION members.
- Ensure CITY STUDENTS' UNION is considering the needs and views of all student groups, for example postgraduate, international and part-time students.
- Ensure effective communication between CITY STUDENTS' UNION and its members.

**Training and Support:** The post holder will benefit with ongoing training through the year, including on things such as campaigning, communication, chairing and meeting management. The post is fully supported by professional staff within the Students' Union and also works in collaboration with University staff.

### Skills gained:

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Written Communication | <input checked="" type="checkbox"/> Financial management | <input checked="" type="checkbox"/> Numeracy                              |
| <input checked="" type="checkbox"/> Teamwork              | <input checked="" type="checkbox"/> Citizenship          | <input checked="" type="checkbox"/> Networking                            |
| <input checked="" type="checkbox"/> Organisational skills | <input checked="" type="checkbox"/> Decision making      | <input checked="" type="checkbox"/> Creativity                            |
| <input checked="" type="checkbox"/> Verbal Communication  | <input checked="" type="checkbox"/> IT skills            | <input checked="" type="checkbox"/> Environmental awareness               |
| <input checked="" type="checkbox"/> Time management       | <input checked="" type="checkbox"/> Community awareness  | <input checked="" type="checkbox"/> Project management                    |
| <input type="checkbox"/> Marketing                        | <input checked="" type="checkbox"/> Problem solving      | <input checked="" type="checkbox"/> Learn a new skill                     |
| <input checked="" type="checkbox"/> Delegation            | <input checked="" type="checkbox"/> Leadership           | <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a> |
|   | <input checked="" type="checkbox"/> Cultural awareness   |   |

**Time commitment:** This is a full time paid position. There is also administrative and Sabbatical help and support for all elected students to enable them to carry out their role effectively. The post holder will take up their position officially on the 1st July 2017 for 12 months until June 30th 2018.

**Qualifications/ Experience Required:** All students can stand for this post.

**Method of appointment:** Election

**Venue:** Various

**Responsible to:** The post holder is accountable to Union Council (as representatives of the Student Body at City University) and the Student body as a whole. Any sabbatical officer may be removed from office via the democratic processes outlined in CITY STUDENTS' UNION's constitution.

**Operates alongside:** Key Relationships include the Vice-Chancellor and other members of the University's Executive Group and senior managers of the University at Director level and above; local government councillors and senior staff; local MP's and MEP's; Student Committee Presidents, the Union Chair, Union Council Officers and other elected Union officers; General Manager; Deputy Chair of the Board of Trustees and all other Trustees; senior staff and officers of NUS; other external stakeholders at a senior level.

---

**For further information contact:**

SUElections@city.ac.uk; Tel: UK 02070405600

## Person Specification

All sabbatical officers should be:

- Committed to the purpose, objects and values of City Students' Union
- Constructive about other officers' and trustees' opinions
- Able to act reasonably and responsibly when undertaking their responsibilities
- Able to maintain strict confidentiality
- Able to analyse information and, when necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between management and governance functions
- Excellent role models who promote the highest standards of probity and integrity
- Firm supporters of equality of opportunity and committed to promoting diversity

Trustees should be:

- Committed to the purpose, objects and values of CITY STUDENTS' UNION.
- Constructive about other trustees' opinions in discussions and in response to staff members' contributions at meetings.
- Able to act reasonably and responsibly when undertaking Board responsibilities.
- Able to maintain strict confidentiality.
- Understand the importance and purpose of Board and Committee meetings and be committed to preparing for them adequately and attending them regularly.
- Able to analyse information and, when necessary, challenge constructively.
- Able to make collective decisions and stand by them.
- Able to respect boundaries between management and governance functions.
- Excellent role models who promote the highest standards of probity and integrity.
- Firm supporters of equality of opportunity and committed to promoting diversity.

In addition to the general person specification required of any trustee, the Chair of the Trustee board should ideally demonstrate the following characteristics:

- Strong communication skills with the ability to present to a variety of audiences of various size
- Ability to provide strategic leadership to the Union's trustees, elected officers and members

- Highly developed diplomatic and negotiation skills
- Ability to build partnerships and develop strategic relationships
- A strong commitment to the Union's vision and values

Appropriate training and support is offered by CITY STUDENTS' UNION to help develop these skills within the Chair.