

City 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: Vice President, Education

Department: Student Voice & Democracy

Opportunity:

The Vice-President (Education) is the lead officer on all academic affairs. The role includes:

- Working with academic and central support departments of the University and liaising with relevant external agencies
- Sitting on a number of high level University committees, including all Boards of Studies, Education Committee, Student Experience Committees, the Learning Advisory Board and the Student Community Working Group
- Leading on education campaigns and supporting the Union's part-time officers and the network of faculty, school and course reps.
- Co-ordinating part-time officers and working with volunteers are key requirements of the role, as is working along-side CITY STUDENTS' UNION Democracy and Representation staff.
- The Vice-President (Education) is a member of the Board of Trustees of CITY 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.

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: Key Responsibilities as Vice-President (Education)

1. To be the lead officer on educational policy development, ensuring students get the highest academic quality of, for instance, learning and teaching, feedback and assessment.
2. To attend all Boards of Studies and Student Experience Committees.

3. To be the lead officer supporting SRO committee work in Schools.
4. To report to academic/educational committees such as the Education Committee and Senate.
5. To gain feedback through various channels on all academic matters. To be the lead officer for liaison on academic projects such as the survey framework and academic quality matters.
6. To oversee the programme representatives network, ensuring that arrangements are made to recruit and develop reps, hold a network representation day and ensure measures are in place to reward and recognize all student reps.
7. Liaise regularly with University staff at all levels, other Union Officers at City and nationally, NUS Officers and students.
8. Be the Full Time Officer link for part time officers on Education matters, and for Programme Representatives
9. 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 VPE may be advantageous for the goals of CITY STUDENTS' UNION.
10. 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.

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

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 Senior Deputy Vice-Chancellor of the University, Faculty Deans, Heads of Schools and other senior academic staff; local government councillors and senior staff; Student Committee Officers, Union Council Officers, faculty, school and course reps and other elected Union officers; CITY STUDENTS' UNION Representation and Democracy Manager and staff; NUS staff and officers and other external stakeholders at a senior level.

For further information contact:

Email: SUElections@city.ac.uk; Tel: 020 7040 5600

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.