



YORK ST JOHN STUDENTS' UNION

ROLE RESPONSIBILITIES

Job title: PRESIDENT OF EDUCATION

Salary Scale: £17,509 pa

Hours of work: 35hrs PW (Flexibility will be required, occasional weekend work – open days, arrivals weekend)

The Role

YSJSU is led by three elected full-time officers and nine part-time officers, who share responsibility for the organisation: President of the Students' Union, President of Education, President of Wellbeing and Diversity and the Chairs of School. Each year, students stand for election to one of these positions. Those who are successfully elected by their fellow students serve full-time in their role for a one year period, taking a break from their studies or after completing their studies to do so. Officers receive a full salary during their time of office. The Officers have responsibility for ensuring students views are effectively represented within YSJSU and the University.

Benefits

Being elected as an YSJSU Officer is a unique opportunity to develop key leadership and negotiation skills as head of a large organisation, acting to deliver positive impact on the experience of more than 6500 student members. It is also a fully paid position, which means that Officers can concentrate on their priorities without worrying about the need to support them financially. In addition you will receive 26 days of holidays, 8 bank holidays and 5 University closure days. We also offer you a comprehensive training package, access to a number of development courses and various staff benefits including a free NUS card and railcard.

DETAILED DESCRIPTION OF DUTIES:

- Contribute to and influence the University's strategy both through committee activity and formal meetings with key University staff, to ensure that student interests are effectively represented.
- Work closely with the other members of the Officer Team on YSJSU priority campaigns.
- Lead and facilitate student engagement with AGM, Senate, Zones and YSJSU/ University Committees and be the lead representative for Course Reps
- Maintain regular communication with Chairs of School and Course Reps to ensure a continuous support network for students
- Attend and speak at official University events and ceremonies.
- Provide support for and organise student campaigns on campus.
- Officers are the first contact point for students with questions/ queries/ regarding their student experience
- Shape the way YSJSU provides services to its members, and ensure that the student voice is heard in determining the future direction of YSJSU.
- Contribute to the establishment of YSJSU mission, vision and values, providing support to the development of the strategic plan
- Aiding with educational needs affecting students at the University.
- Be the student representative on appointed committees.
- Provide support and advice through appeals, complaints and misconduct cases.
- Act upon issues regarding courses (including lecturing styles, timetabling, assessment and feedback).
- Work collaboratively with the Careers and employability team to promote activities and opportunities for students (shared with President of the Students' Union).

plus

- Any other duties as may be reasonably required.
- Ensure that the highest standards of professional performance are maintained.
- Promote equal opportunities in the work of the department.
- Ensure compliance with relevant legislation and statutory codes of practice, as advices.
- Participate in the arrangements for performance review.
- Ensure that professional skills are regularly updated through participation in training and development activities.
- Ensure all Students' Union policies are implemented within the remit of this post.



SHARED DUTIES:

- Ensure all student groups and demographics are represented
- Ensure a balance between administration and student facing activities
- Work with all student representatives
- Be a key liaison with NUS
- Represent students within Sports and Societies
- Listen and act on the student voice at the University
- Provide advice to students
- Ensure students have a fun time whilst at the University
- Effectively communicate changes that will effect students
- Be the signpost for all available services at the institution
- Work with the University to secure funding opportunities and resources
- Ensure the successful delivery of Zones (specific to their role)
- Ensure all activities are accessible to the student body
- Live the SU Values