

## Students' Union Job Description



<b>JOB TITLE:</b>	President (Sabbatical Officer)
<b>RESPONSIBLE TO:</b>	SU Executive Team/ Student Parliament
<b>RENUMERATION:</b>	£22,482
<b>BASED AT:</b>	All sites of Dudley College – working from B6
<b>WEEKS:</b>	52 – One Year Contract (1 <sup>st</sup> July - 30 <sup>th</sup> June)
<b>HOURS PER WEEK:</b>	37.5

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### SCOPE OF POST:

The Students' Union Sabbatical President will represent the voice and views of the Students' Union; to be achieved by proactive and reactive communication with Dudley College/Students' Union staff, the members, and outside organisations. Including being a Student Governor of Dudley College.

They will support the running of an effective class representation system as part of the representation of students. They will provide representation on curriculum and college wide issues for all students enrolled on a Dudley College course.

They will act as the Head of Committee for the SU Leadership Team and will act as lead delegate to National Union of Students.

They will oversee the vision and development of the Students' Union in all aspects of its work.

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### MAIN DUTIES AND RESPONSIBILITIES:

#### Main Duties:

1. Participate, as the lead of the SU leadership team, in the determination and oversight of the overall strategic direction and leadership of the Students' Union.
2. Oversee the production and implementation of an Operational Development Plan (ODP) for the Students' Union.
3. Lead on the strategic development of the Students' Union.
4. Lead SULT to ensure optimum standards and a positive student orientated ethos is maintained.
5. Represent and engage with students of all types of study and background across all parts of the Dudley College/Dudley Sixth Campus

6. To support the college in achieving consistency and high standards of learner voice across all curriculums and college generally
7. Advise the college senior management team on matters of education and college life where improvements and changes could be made
8. To comply with all Students' Union and Dudley College policies and procedures, including the SU Constitution and to ensure that this is observed through all SU work.

### **Specific Duties:**

#### **Development and Operational Duties**

1. Produce a termly report relating to the activities of the Students' Union
2. Liaise with the Assistant President of Media & Outreach to ensure an ongoing awareness campaign of the services offered and that information is up to date on all social media, printed items and website
3. Continually evaluate the service provided and suggest areas of development
4. In conjunction with SU staff, trustees and senior management ensure the budgets and the assets of the SU are managed effectively
5. Be responsible for seeking out student feedback on student related issues, carry out appropriate research and offer opportunities for student representation on highlighted issues

#### **Communication**

1. Continuously develop knowledge of general issues related to Further Education and College systems and procedures relating to students.
2. Encourage students to get involved with SU activities
3. In conjunction with the SDO coordinate all SU press releases and external media
4. Ensure communications and media is consistent across all SU platforms including social media, the SU website, printed literature.

#### **Democracy**

1. Advise, coordinate and monitor the work of the SULT including maintaining a team spirit and ensuring collective responsibility
2. Support the organisation of all relevant SU meetings in line with the constitution and its schedules
3. Ensure the democratic procedures of the SU are adhered to and advertised to the membership
4. Support the coordination of the elections process, including the compilation of appropriate literature and promotional activities
5. Organise and chair all relevant SU meetings
6. Support the Co-ordination of all SU campaigns, liaising with the appropriate SULT members

## **Representation**

1. Be the main contact for all student representatives and in collaboration with the college ensure the Student Rep system works efficiently
2. Support the organisation and development of training for Student Representatives
3. Be responsible for advocating on behalf of students and liaising with appropriate staff members on matters of teaching and learning
4. Hold Dudley College to account on decisions made which affect students, representing their views and lobbying for change
5. Be responsible for the organisation of the SU student induction presentation and Freshers activities
6. Actively approach students to ascertain their views and opinions on all aspects of the Dudley College student experience, ensuring appropriate representation is offered and given
7. To represent students at College disciplinary hearings at their request and your discretion
8. To be an ex officio member of all sub committees of the SULT
9. To be an ex officio member of all affiliated clubs and societies where appropriate
10. Fill one of the student governor positions of the college
11. Attend all other college meetings and committees where there is a provision for a SU rep or delegate this to a suitable member of the SULT

## **General Duties and responsibilities**

1. To attend residential conferences, attend training events as and when required
2. To attend work dressed appropriately for the activities of the day, always wearing name badge and uniform provided wear applicable.
3. To ensure the procedures for confidentiality and the security of all documents are maintained effectively and comply with the Data Protection Act
4. To provide a professional customer service to both internal and external customers
5. To demonstrate flexibility in responding to changing demands in the Students' Union workload and weekly schedules
6. To take responsibility for ones own self-management and continually update professional development as necessary
7. To seek guidance from Senior Managers, SDO and other staff when appropriate
8. To undertake any other duties as required by the SULT that are reasonable and within scope of the post
9. To demonstrate good time management practices and use of own initiative
10. Actively promote the promotion of any services drawing in external funding revenues e.g. TOTUM Card
11. Authorise financial transactions of the SU in line with the Constitution
12. To act as a Trustee of the SU

This job description is intended to provide a guide to the general duties and responsibilities of the Students' Union Sabbatical President and to set in context the framework within which the President will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post.