



**UNIVERSITY OF LINCOLN STUDENTS' UNION
ROLE DESCRIPTION**

ROLE TITLE: Students' Union President	DEPARTMENT: Student Leader
LOCATION: Students' Union	REPORTS TO: Board of Trustees and Student members
SALARY: Grade 4/Spine Point 12 (£19,731)	DATE: June 2019- June 2020

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community</p> <p>Student Leaders are elected by the student body, and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	<p><i>To lead the Unions' elected Student Leader team, acting as the public figurehead of the organisation and ensuring the full-time elected Officers deliver their objectives and support the progress and reputation of the organisation and are committed empowering the student voice at the University of Lincoln.</i></p>

KEY RESPONSIBILITIES

Key Responsibilities
<p>Act as a Trustee and figurehead of the University of Lincoln Students' Union</p> <p>To act as Chair of the Board of Trustees and the elections, HR, remuneration, employability and Finance sub-committees, attending meetings and providing reports on the Union's activities alongside the other Sabbatical Trustees.</p> <p>To present Proposals passed at All Student Members' meetings, and requests for referenda, through any forum as laid out in the ULSU Bye-laws to the Board of Trustees to ensure they do not cause reputational or financial risk to the Union nor are in breach of the Governance of the Union.</p> <p>To represent the views of the Union's members to the Board of Trustees when making decisions affecting the work of the Union</p> <p>To report the work and decisions of the Board of Trustees, to the Union's members</p> <p>To be the Student Representative and Director of Students' Union Management Systems' Ltd and Lincoln Students' Union Trading Ltd.</p>



To lead on the development and delivery of any Students' Union stances on local, national and international issues on behalf of the Executive

To act as the Executive Committee's liaison with the Chief Executive and the rest of the Staff team.

To support and co-ordinate the activities of the Student Leader team, overseeing their work to ensure their effectiveness and assist them in achieving their aims

Act as a Representative of the Union's members

To Chair the meetings of the Union's Executive Committee

To co-ordinate the development of the Students' Union's democratic structures, ensuring that regular meetings of the Executive Committee, and All Student Members Meetings, are held as outlined in the Constitution, and with the interests of students as their core business

To support the Union Chair to oversee the development of All Student Members Meetings (including the Annual All Student Meeting), and other representative, discussion, and accountability meetings, working closely with the Union's Student Voice team

To oversee the development of the Union's online student ideas platform, 'SUGGESTIONS', working closely with the Union's Student Voice team to ensure students are able to democratically vote on proposed ideas

To build and maintain professional working relationships with Senior University of Lincoln staff, and use these links to promote the interests of students and foster and maintain a mutually beneficial partnership with students at its core

To be the Union's recommendation to the Vice Chancellor to be appointed to the role of Student representative on the University of Lincoln Board of Governors

To ensure students are represented in the development of the University's estates and on project groups for new buildings, as well as other significant developments within the institution

To lead on any campaigning and lobbying of Government/Local Council on student issues

To lead on key Union Activities

To act as the lead Officer in the planning and promotion of the Students' Union Elections and any referenda, working closely with the Union's Student Voice team and the Chief Executive Officer

To act as the lead Officer in matters of student employability and graduate prospects, working closely with the Union's Employability & Volunteering team and the University's Careers & Employability department

To act as lead Officer in the creation, organization and promotion of Freshers Week, working closely with the other Officers and Union staff in all areas



To act as the lead Officer in the planning and delivery of the Students' Union Awards Working Group, working closely with the Union's Student Voice Team and Commercial Services

To support the promotion of all University and Union surveys

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

PERSON SPECIFICATION

Could you be the next Students' Union President?

Are you confident in speaking to a range of people about topics which are important to you? Can you write clearly and engagingly, and speak publicly in a powerful and interesting way?

Do you have the ability to be diplomatic and to negotiate effectively, showing respect when putting across ideas and reaching conclusions which benefit all involved?

Can you confidently manage projects and events in an organised and effective way, in order to get the most from them, effectively managing your time?

Are you passionate about representing student views on specific issues, gathering feedback and ideas to ensure that everything you do is evidence-led and in the best interest of students?

Do you feel confident in leading by example, and working with a range of people to achieve your aims an ultimately make a difference?

Are you passionate about employability, democracy, and making the student voice heard across the University of Lincoln?

Do you want to make a change and be part of the student experience here at Lincoln?

YOU COULD BE THE NEXT SU PRESIDENT!

ADDITIONAL INFORMATION

Scope and Dimensions of The Role	<p>Work in a manner that reflects the values of the organisation as shown in ULSU's constitution and strategic plan, and in line with ULSU policies and procedures.</p> <p>Promote a positive image of the University of ULSU at all times.</p> <p>Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Act 1998.</p> <p>Engage in appropriate training programmes as identified by your line manager.</p>
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	<p>Participate in the staff performance and development review scheme.</p> <p>Actively follow and promote ULSU policies.</p> <p>Some attendance at meetings outside normal office hours may be required.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection legislation.</p> <p>To undertake such other additional duties as may be required from time to time within the overall scope of the appointment, as directed by the Trustee Board.</p>
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Key Working Relationships	<p>Chief Executive</p> <p>Union SMT</p> <p>Executive Officer team</p> <p>Volunteer Officers</p> <p>Students' Union staff team</p> <p>Vice Chancellor</p> <p>University SMT</p> <p>University Departments</p>
External Contacts	<p>National Union of Students</p> <p>Regional and National Executive Officer teams</p>

Author		Date Published	January 2019
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