



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

ROLE TITLE: Vice President Education	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 act as a Trustee of the Union, and the lead representative in matters relating to students' academic experience, ensuring that students are able to be equal partners in the shaping of their academic experience.</i></p>

KEY RESPONSIBILITIES

Key Responsibilities	
Act as a Trustee of the University of Lincoln Students' Union	
To act as a member of the Board of Trustees, attending meetings and reporting to its members	
Support the communication of decisions made by the Board of Trustees and Executive Committee to the Union's members through appropriate channels	
Act as a Representative in relation to the student Academic Experience	
To work closely with the SU Advice Centre and Student Services to support and represent students involved in academic offense cases	
To work with staff (including partnership work with University staff) to develop and deliver the Academic Representation system, leading Senior Reps to enable them to empower and support Course Reps, and encouraging Course Reps to listen to the student voice at a grass-roots level	



To ensure that students are represented and involved in the development of all elements of their academic experience by actively gathering the views of academic representatives and raising this through appropriate channels

Represent student views on the academic experience to the University to enable continuous improvement by taking seats on University Committee which include but are not limited to Academic Board and Education and Student Life Committees

To ensure that decisions made by the University at Committees relating to the academic experience are communicated to the Unions' members through the representation system.

To be aware of local and national changes or issues which may directly affect the academic experience of students at the University of Lincoln, and campaign on these as appropriate

To act as the lead Officer in key areas of the Unions' development and activity

To develop and enhance the Academic Representation System and its significance in regards to the student voice and the improvement of teaching and learning, growing or changing the system to meet need and parallel changes within the university

To support the planning and delivery of academic representative training to ensure that they are effective in their role

To act as the lead officer in the promotion of Module Evaluations to ensure that all students are able to feedback on their course, and that this feedback is acted upon by relevant parties.

To identify and oversee education priority development areas and related campaigns, ensuring that the student voice is heard in all such matters

To work to improve academic representation for postgraduate, mature, further education and international student groups, and identify groups where academic representation should be improved to ensure that it directly meets students' needs.

To be the lead Officer in the development and delivery of Academic Opportunities

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.



Could you be the next Vice President Education?

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 and ultimately make a difference?

Are you passionate about helping students to shape their education, and making the student voice around the academic experience 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 VP EDUCATION!

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> <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>
---	--

	Chief Executive Union SMT
--	------------------------------



Key Working Relationships	Executive Officer team Senior Reps Students' Union staff team Vice Chancellor University SMT University Departments, including the Graduate School, LALT, and others
External Contacts	National Union of Students Regional and National Executive Officer teams

Author		Date Published	January 2019
---------------	--	-----------------------	--------------