



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

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

<b>Context</b>	<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>
<b>Job Purpose</b>	<p>To act as a Trustee of the Union, as lead Officer for the engagement, support and representation of International (including EU) students, and their integration into the overall student experience at the University of Lincoln.</p>

**KEY RESPONSIBILITIES**

Key Responsibilities
<p><b>Act as a Trustee of the University of Lincoln Students' Union</b></p> <p>To act as a member of the Board of Trustees, attending meetings and reporting to its members</p> <p>Support the communication of decisions made by the Board of Trustees and Executive Committee to the Union's members through appropriate channels</p>
<p><b>Act as a Representative in relation to the International Student Experience</b></p> <p>To represent the views, issues, and needs of all international and EU students, including Erasmus and Study Abroad students, to the Students' Union and University, and on a national level</p> <p>To act as the President of the International Students' Association (ISA) to ensure that decisions revolving the enhancement of the International Students' experience by this group is made in the best interests of students</p> <p>To work with the University's International Team to ensure that students' views are heard on the development of the International Student experience at the University of Lincoln</p>
<p><b>To act at the lead Officer in key areas of the Unions' development and activity</b></p> <p>To liaise with the Union's Marketing team and the International Office to produce an Internationalised Freshers Week package of events and information</p>



To enhance the International student experience by creating academic and social opportunities which encourage and facilitate the integration of Home and International students

To provide appropriate support for all Home and International students to integrate during academic activity.

Work with the SU Advice Centre to provide appropriate insight into and support for issues relating to the international student experience.

To lead on any campaign associated with improving the international student experience

To work with SU and University staff as well as student officers to fully implement the new Vice President International role and related democratic and representative activity

To lead on International Students' welcome week, considering all aspects of the process such as arrivals, accommodation and social activity.

To lead on the creation and planning of events and opportunities for international students, ensuring that their experience parallels that of Home students, including a commitment to ensuring our events and opportunities are accessible to all students

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 Vice President International?

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 international students' university experience 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 VP INTERNATIONAL!**



**ADDITIONAL INFORMATION**

<b>Scope and Dimensions of The Role</b>	<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>
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<b>Key Working Relationships</b>	<p>Chief Executive</p> <p>Union SMT</p> <p>Executive Officer team</p> <p>Students’ Union staff team</p> <p>Vice Chancellor</p> <p>University SMT</p> <p>University Departments, including Chaplaincy, ELC and the International Office</p>
<b>External Contacts</b>	<p>National Union of Students</p> <p>Regional and National Executive Officer teams</p>

<b>Author</b>		<b>Date Published</b>	January 2019
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