

EDUCATION EXECUTIVE OFFICER

JOB DESCRIPTION
2019



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EXECUTIVE COMMITTEE: EDUCATION



Position: Executive Officer Trustee



Start date: 15th July 2019



Hours of work:

Full time, working 35 hours per week Monday-Friday (with commitment required to work outside the regular working day on occasions as required).



Contract:

Fixed term contract starting on 15th July 2019 and ending on 24th July 2020 (with option to stand for one further year).



Induction:

 15th July - 2nd August 2019

In order to take up the role you will be required to undertake 2-weeks of MANDATORY TRAINING. Please ensure no holidays are booked during this time.



Salary:

£19,202 per annum (including 20 days annual leave, plus bank holidays and an extra 7 days off at Christmas)

TRUSTEE RESPONSIBILITIES:

The Trustees are the primary representatives of the student body. They promote the interests of our members at institutional, local, national and international levels to achieve direct benefits for students.

Trustees are responsible for ensuring that the aims, the Memorandum and Articles of Association and the policies of Loughborough Students' Union are upheld.

The Executive Committee are Trustees of Loughborough Students' Union, they are responsible for: -

- Working collectively and with the Union Director and other senior staff to ensure that Loughborough Students' Union has a clear vision and strategy that recognises its values and meets the needs of its members,
- Financial scrutiny of management accounts,
- Monitoring and evaluating the performance of Loughborough Students' Union against targets and ensuring that it is focussed on achieving its strategic goals,
- Participating in recruitment panels,
- Complying with good governance principles in finance, employment and the law, ensuring that guidance from relevant bodies is followed,
- Managing and implementing projects in line with strategic plans and Union policy,
- Applying Union policy to service provision by working with management,
- Supporting all committees and part-time officers in carrying out their duties effectively,
- Ensuring all stakeholders' views are represented and needs considered,
- Reporting regularly to Union Meetings on individual areas of responsibility and activity,
- Communicating effectively with members within the Students' Union,
- Acting as a conduit for dialogue between students and their institutions, the University and College.

- To commit to reducing the Students' Union environmental impact and promote environmental and ethical good practice.
- Provide a student input by working with staff to ensure our membership and commercial services meet the needs of students
- The above duties to be carried out with due regard to the Union's policies on health and Safety, Safeguarding and Customer Care and Equal Opportunities.

INDIVIDUAL RESPONSIBILITIES:

- To ensure that the feedback and interests of all students, both Undergraduate and Postgraduates are effectively represented across the University's campuses
- Sitting on University Committees such as Learning and Teaching Committee and University Senate
- Maintaining a relationship with key stakeholders from the University e.g. Academic Registry, Centre for Academic Practice, and Pro Vice Chancellor for Teaching
- Working in partnership with the University on the Education Priorities
- Lead on the strategic direction and development of the student representation systems, Peer Support, and Peer Assisted Learning
- Working with Student Voice across all three academic services
- Hold and promote the elections, applications, and training for all three services
- Leading the School President team through regular meetings
- Empowering and aiding the School Presidents in the guiding of their Course Reps
- Invest time and resources into recognising and rewarding volunteers

Union Committees:

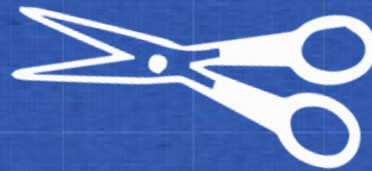
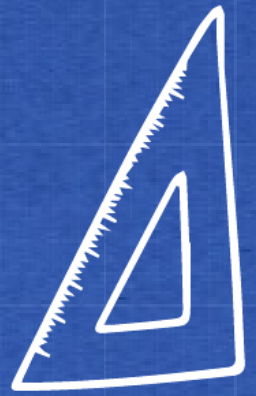
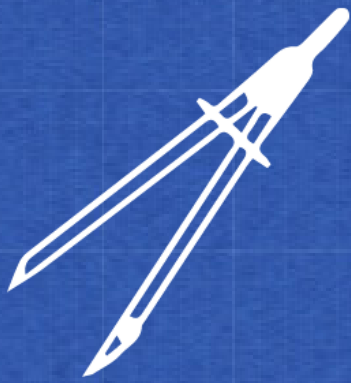
Department Students Federation
School President Meetings
Board of Trustees

University/College Committees:

University Senate
Learning and Teaching Committee
Academic Misconduct Committee
Equality and Diversity Subcommittee
Teaching Partnerships Subcommittee
Curriculum Subcommittee
Annual Programme Reviews
Quadrennial Programme Reviews
Working Groups: Personal Best; Digital Strategy
Learning and Teaching; Group Work; VLE Strategy
and Development; Mitigating Circumstances

PERSONAL SPECIFICATIONS:

- Should know and understand the operations and ethos of Loughborough Students Union
- Should be able to work effectively in a team & on your own when needs be
- Should be able to support the Executive Team in all their work and goals
- Must be able to adhere to confidentiality agreements
- Must be able to present a neutral viewpoint when presented with issues or problems
- Should be personable and approachable
- Should have a good knowledge of the Education section and representation systems within LSU
- Needs to be comfortable with conflict resolution
- Resilient
- Should have knowledge of Student Voice and the way that it works



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YOURSELF**

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