

# **PRESIDENT**

## JOB DESCRIPTION

### 2019



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## EXECUTIVE COMMITTEE: PRESIDENT



**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:

- Lead representative of the student body at Loughborough University and Loughborough College.
- Line management of the Executive Officers of the Students' Union.
- Primary Union representative and point of liaison on relevant University Committees.
- Awareness of issues and priorities affecting students.
- Spokesperson for communications to all external bodies; lead officer for public relations.
- Primary individual responsible for initiating procedures to determine priority campaigns relevant to the whole student body and responsible for leading these campaigns.
- To conduct impact assessment of these campaigns.
- Primary Officer with responsibility for staffing matters through the Union Director.
- Propose or initiate research where required to fulfil student needs and to respond informatively to University consultations.
- Coordinate responses to consultation documents (nationally and locally).
- Co-lead on the Union's strategic plan and Disciplinary Policy.

### Union Committees:

Board of Trustees  
Democracy & Representation Committee  
Hall Students Federation  
Department Students Federation

### External Organisations:

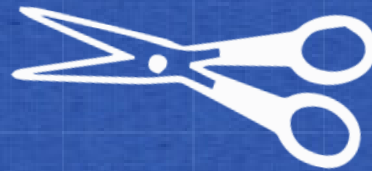
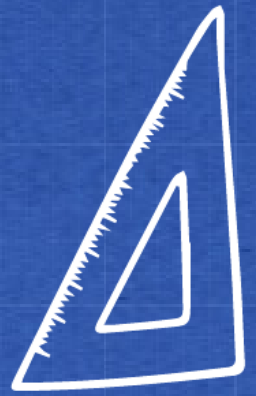
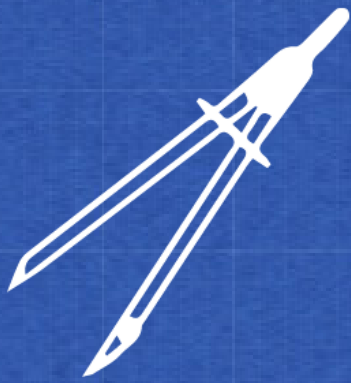
Storer and Ashby Residents' Group (SARG)  
Loughborough Campus Community Group

### University/College Committees:

Senate  
Council  
Sexual Violence Working Group  
Substance Misuse Sub-Group  
Student Village PMB  
Alumni Advisory Board  
Quadrennial Programme Reviews  
Working Groups: Personal Best; Digital Strategy

## PERSONAL SPECIFICATIONS:

- Has a broad understanding of the operations and ethos of Loughborough Students' Union
- Able to work effectively in a team and as an individual
- Able to lead and support the Executive Team in all their work and goals
- Can work in confidence and with confidential data
- Is fair and balanced when faced with issues and problems
- Able to communicate effectively with a wide range of stakeholders
- Personable and approachable
- Needs to be comfortable with conflict resolution
- Resilient



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