



JOB DESCRIPTION

Post:	President
Main areas of responsibility:	Lead Officer for Communication, Democracy, and Union affairs
Scale:	£20,464 Scale 2 (point15)
Hours:	35 hours per week
Responsible to:	Trustee Board /Student Council

PURPOSE OF JOB:

To represent the interests of members at a strategic level within the University of Wolverhampton Students' Union (UWSU) and the University of Wolverhampton (UOW) and to liaise with relevant external agencies.

To take the student lead responsibility on the development and delivery of our democratic structures and procedures.

Main portfolio roles and responsibilities	
Key Accountability	Performance Indicator
General Officer responsibilities	
Ensure that members views are researched and represented	High satisfaction levels from membership and low levels of complaints
Actively contribute to the strategic direction and development of the UWSU	Students' needs are reflected in the UWSU's strategic direction and in the delivery of UWSU services
Ensure a high profile is maintained with the membership to promote the work of the officer team and of UWSU	Active participation in engagement events such as Open Days, Welcome Week, UWSU promotional, social and campaigning events across all campuses Actively encourages students to become more engaged within their Students' Union Actively support the use and management of social spaces at UWSU
To ensure that efficient and effective communication takes place between full time Officers and all areas of the UWSU	General awareness of UWSU activities amongst staff and Officers Positive relationship between Officers and the membership Values of the UWSU are understood, respected, promoted and are reflected in the behaviour of the Officers, staff and membership
Support effective representation at strategic level	Awareness of student issues. Attendance at relevant

through attending meetings with UOW to ensure student voice and perspective are represented	committees and effective de-briefs to colleagues at UWSU
Provide individual student support/representation in disciplinary and academic appeal processes, working with the VP Academic as appropriate	Positive feedback from members
Role Specific	
To act as a 'voice' for all students at the University of Wolverhampton	<p>Awareness of relevant issues, with ability to comment and campaign when required.</p> <p>Informed input into University projects, policy making and issues</p> <p>Attendance at UWSU briefings</p> <p>High attendance levels and minutes that show the contribution and impact made on University decision and policy making</p>
To lead on the development and accountability of the democratic system/s of the Students' Union, and to ensure structures are truly representative and impactful for the students at Wolverhampton	<p>Good knowledge of current issues and trends</p> <p>Values of the UWSU are understood, respected, promoted and are reflected in the behaviour of the Officers, staff and membership</p> <p>High levels of participation of students</p>
To ensure that the Officers are working well as a team, Union affairs are run effectively, and that the work of the Officers team is of a high standard and meets students' needs	<p>Positive relationships between Officers, staff and the membership</p> <p>Values of the UWSU are understood, respected, promoted and are reflected in the behaviour of the Officers, staff and membership</p> <p>Positive feedback from members</p>
To work with local government agencies and other relevant external organisations for the benefit of students at the University of Wolverhampton	<p>Awareness of relevant issues with ability to comment and campaign when required</p> <p>High levels of participation and motivation</p>

Key Relationships

- University wide and faculty staff
- Local government councillors and senior staff.
- External agencies.
- All elected and volunteer Union officers.
- SU Chief Executive Officer
- Student Engagement Managers
- SU staff
- NUS and officers and other external stakeholders at a senior level.

Role as Officer Trustees

Officer Trustees share the following responsibilities with the University, external and student trustees:

- Ensuring UWSU has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of UWSU.
- Ensuring UWSU complies with all legal and regulatory requirements.
- Acting as guardians of UWSU assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that UWSU's governance is of the highest standard.

In addition to emphasize that all Office trustees as Trustees elected by the members of UWSU are also charged with ensuring that the views of the student body are researched and represented. All officers also actively work to promote the values of democracy, diversity, and equality of opportunity as well as ethical and environmental values amongst the student population

Person Specification

All sabbatical officers should be:

- Committed to the vision, aims and values of UWSU.
- Constructive about other officers', staff and trustees' opinions
- Able to act reasonably and responsibly when undertaking their responsibilities
- Able to maintain strict confidentiality
- Able to analyse information and, when necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between management and governance functions
- Excellent role models who promote the highest standards of probity and integrity
- Firm supporters of equality of opportunity and committed to promoting diversity

Removal from Office

Any sabbatical officer may be removed from office via the democratic processes outlined in UWSU's Memorandum and Articles of Association and corresponding Bye Laws, if a democratic issue, or via the Disciplinary Procedure in the Staff Handbook, for any employment/contractual issues. Please refer to those documents for more information