

JOB DESCRIPTION

Job Details

Post: Students' Union President

Responsible to: Marketing & Participation Manager

Grade: Paypoint 12 - £16,912 pro rata

Working Pattern: 4 days a week

Primary location: City Centre and Somer Valley Campus (2 days at each)

Key Purpose: Working closely with the Marketing & Participation Manager, Assistant Principal – Learner Journey & Customer Relations and Participation Officers, the Students' Union President will act as the figurehead of Bath College Students' Union.

The President is the link and voice of the students to the Governing Body and the Senior Management Team. The SU President will oversee and coordinate the work of the Students' Union liaising with the NUS and college whilst actively engaging students in learner voice activities and campaigns.

Specific Responsibilities

1. Learner Voice

- ◉ Acts as the Learner representative on college committees and on the board of governors.
- ◉ Recruit, co-ordinate and train Course Representatives.
- ◉ Creatively engage students across college in the learner voice and gather feedback
- ◉ Complete a monthly survey on Moodle focussing on student led issues and report back its findings to the Manager.

2. Students' Union

- ◉ Act as an approachable and positive role model for all students.
- ◉ Keep the SU space in good order to make a calm and harmonious space for all students and report incidents or concerns to the relevant manager

- ⦿ Support the election, training and coordination of the Students' Union Executive committee.
- ⦿ Advise, coordinate and monitor the work of the Executive committee including maintaining a team spirit for collective responsibility.
- ⦿ Promote the activities of the Students' Union across the college.
- ⦿ Liaise closely on behalf of students with the College and National Union of Students (NUS).
- ⦿ Produce regular reports on all activities undertaken by the Student's Union.
- ⦿ Head initiatives or campaigns endorsed by the Students' Union executive.
- ⦿ Contribute to the upkeep of all Students' Union media such as Moodle, Facebook and Twitter
- ⦿ Assist in increasing Students' Union income and oversee the effective use of the Students' Union budget with the Marketing & Participation Manager

3. Delivery and promotion of enrichment

- ⦿ In conjunction with the Participation Officers assist in the promotion and delivery of an engaging programme of enrichment activities and events open to all students.
- ⦿ Work to increase participation and engagement in all Participation Team and Students' Union activities.

4. Customer service

- ⦿ Act as the point of contact for student enquiries and keep knowledge up to date to signpost to appropriate services.
- ⦿ Ensure that the social spaces are a focus of information and activity that can be safely and respectfully enjoyed by students from all parts of the College.
- ⦿ Follow and implement the Students' Union customer service standards

5. Health and Safety responsibilities:

- ⦿ To observe and keep aware of Health and Safety documentation and procedures in line with College policy.
- ⦿ Complete all online training as required.

6. Other responsibilities:

- ⦿ To attend and contribute to team meetings and any other meetings at the request of the Marketing & Participation Manager or Assistant Principal – Learner Journey & Customer Relations.
- ⦿ Work to a range of performance indicators relevant to the service provided, in order to ensure continuous quality improvement.
- ⦿ To undertake other additional duties, consistent with the role as may be deemed appropriate by the Union Council.

Professional Conduct

All Staff are expected to:

- ⦿ Participate in the College's Performance Appraisal system.
- ⦿ Make the most efficient and effective use of human, financial and material resources.
- ⦿ Be aware of and responsive to the changing nature of the College, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives.
- ⦿ Participate in department and College developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post.
- ⦿ Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area.
- ⦿ Participate in the development of a responsive customer centred approach to service delivery.
- ⦿ Ensure compliance with all College policies, procedures and regulations and assist in the implementation of decisions of the Corporation.
- ⦿ Give good notice of any absence in line with the College's Absence Management Policy.
- ⦿ Adhere to general standards of conduct embodied in College policies.
- ⦿ To work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the College.

General

- ⦿ Within the limitations set out in your contract, working hours are flexible and can be subject to variation depending upon needs. They may, for example, include weekends and evenings. It is expected that holiday entitlement should be taken at times convenient to the department.
- ⦿ This job description is current at the date shown below. In consultation with you and your trade union representatives if requested, it is liable to variation to reflect or anticipate changes in, or to, the College environment.

Reviewed March 2020