

ROLE DESCRIPTION

EDUCATION EXECUTIVE OFFICER



Position:

Executive Officer Trustee



Start date:

12th July 2021



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
12th July 2021 -
30th July 2022



Induction:

In order to take up the role, you will be required to undertake 2 weeks of mandatory training which will take place within the time period **12th July - 13th August**. You must be available throughout this period.



Salary:

£19,612 per annum (including 20 days annual leave, plus bank holidays and an extra 7 days off at Christmas).

Personal Specification:

- Should know and understand the operations and ethos of Loughborough Students' Union.
- Should be able to work effectively in a team & on their 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 proactive, personable, approachable, and resilient
- Needs to be comfortable with conflict resolution
- Organisation and time management skills would be beneficial
- Needs to be passionate about ensuring all students are represented, both within a University academic context, as well as amongst the various student volunteer groups within the Union.
- Should have basic knowledge of the different groups of volunteers within Department Students' Federation Peer Support and Academic Representation.

Individual Responsibilities:

- Act to ensure that the feedback and interests of all students (both Undergraduates and Postgraduates) are effectively represented across the University's campuses (Loughborough and London).
- Represent University Committees such as Learning and Teaching Committee and University Senate.
- Maintain a relationship with key stakeholders from the University e.g. the Pro Vice Chancellor for Teaching, Academic Registry, Doctoral College and Centre for Academic Practice.
- Lead in partnership with the University, as the student representative on academic matters.
- Work with Peer Support and Advice and Academic Representation across all schemes.
- Support the strategic direction and development of Academic Representation and Peer Support.
- Support and promote the elections, applications, and training for Peer Support and Academic Representation.
- Seek feedback and opportunities to collaborate with and empower the Doctoral Researcher (DR) President Team.
- Empower and offer strategic insight to the Department Students' Federation (DSF) Leadership Team in guiding all student-led department committees.
- Invest time and resources into recognising and rewarding volunteers

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 with the Union Director and 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, whilst 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 their needs are considered
- Reporting regularly into 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.
- Carry out the above duties with due regard to the Union's policies on Health and Safety, Safeguarding and Customer Care and Equal Opportunities.

Union Committees:

Department Students Federation School

President Meetings

DR Lead Rep Meetings

Board of Trustees

Democracy and Representation

Peer Support Sub-Committee

*Committees/Working Groups are subject to change

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