

## ROLE DESCRIPTION

# PRESIDENT



### 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:

- 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
- Professional
- Ability to create and manage your own workload
- Be flexible in your approach to work
- Proactive in approach to solving problems
- Resilient
- Confident and comfortable in front of camera and fronting publicity produced by LSU and the University.
- Able to respond to change, deal with a fast-paced working environment, and motivate a team during periods of difficulty.

# Individual Responsibilities:

- Act as the lead representative of the student body at Loughborough University and Loughborough College.
- Provide line management for the Executive Officers and Section Chairs at Loughborough Students' Union.
- To work closely with the Union Director and Union's Senior Management Team
- To be the primary LSU representative and point of liaison on relevant University Committees.
- Knowledge and awareness of issues and priorities affecting students
- Act as spokesperson for communications to all external bodies; and be the lead officer for public relations.
- Act as the individual responsible for initiating procedures to determine priority campaigns relevant to the whole student body and as a result are responsible for assessing and reporting the impact of these campaigns.
- Act as the individual responsible for staffing matters through the Union Director.
- Propose and initiate research (where required) to fulfil student needs and effectively respond to University consultations.
- Coordinate responses to consultation documents (nationally and locally)
- Act as the Executive lead on the Union's strategic plan and Disciplinary Policy

## Union Committees:

Board of Trustees

Democracy & Representation Committee

Hall Students Federation

Department Students Federation

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## External Organisations:

Storer and Ashby Residents' Group (SARG)

Loughborough Campus Community Group

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## University/College Committees:

Senate Council

Sexual Violence Working Group

Student Village PMB

Alumni Advisory Board

Quadrennial Programme Reviews

Learning and Teaching Committee

Student Experience Team

## 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.