

ROLE DESCRIPTION

VICE 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.
- Should have a solid all-round knowledge of the Union and its Sections
- Should have a clear strategic mind
- Needs to be comfortable when working with long-term strategy
- Needs to be prepared to deputise for the President when called upon
- Must be able to work productively with other Executive members and LSU staff
- Needs to be a supportive and responsible coordinator for the Section Chairs
- Able to communicate effectively with a wide range of stakeholders
- Can work in confidence and with confidential data
- Ability to prioritise, problem-solve, manage heavy workload and take an adaptable, flexible approach to work.
- Resilient

Individual Responsibilities:

- Act as the individual responsible for Union's democratic governance procedures and ensure they are as effective and engaging as possible.
- Act as Executive Lead on the Executive Elections, Democracy and Representation Committee and LSU's Ideas Forum.
- To deputise in the absence of the President on relevant committees and on certain duties as specified by the President.
- To represent LSU on University Council and other representative Boards and Committees.
- To co-lead on the Union's Strategic Plan and Disciplinary Policy
- Communicate with Commercial Service leads to maintain existing commercial streams and investigate new income possibilities.
- Lead signature on the Executive budgets
- To be the Executive link between LSU and the Halls and Halls Students Federation(HSF).
- Act as the Line Manager for the Sections Chairs
- Address officer and volunteer grievances

Union Committees:

Board of Trustees

Democracy & Representation Committee

Hall Students Federation

Student Opportunities

University/College Committees:

University Council

Student Discipline Committee

Ethics Committee

Ethics Review Sub-Committee

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.