

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:

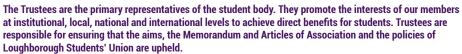
- Has a broad understanding of the operations and ethos of Loughborough Students' Union.
- · Should have a solid all-round knowledge of the Union and its Sections
- Should have a clear strategic mind
- Needs to be comfortable when working with long-term strategy
- Needs to be prepared to deputise for 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

Trustee Responsibilities:



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:

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

