

# Deputy President Education

## JOB SPECIFICATION

Job title: Deputy President Education

Salary: £18,734.00 per annum (including 20 days annual leave, not including the statutory and extra days)

Hours of work: Full-time position equating to 37 hours per week.

## JOB DESCRIPTIONS

### Portfolio

- Be responsible for managing budgets, where necessary and appropriate.
- Carry out all roles in liaison with relevant staff and fellow officers.
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee.

### Activist

- Engage with students and encouraging participation.
- Campaign on issues of importance to the student body.
- Actively solicit the opinions of the student body to ensure that campaigning activities meet the needs and reflect the views of the membership.

### Representative

- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union.
- Represent the views of the student body in appropriate forums.
- Actively solicit the opinions of the student body to ensure that representative activities meet the needs and reflect the views of the membership.
- Submit a report as and when required or when requested to general meetings of the Charity and Student Council.

### Trustee

- Complete a Trustee induction programme at the commencement of office.
- Act as a Trustee of the Students' Union, giving full consideration to the needs of the whole organisation at all times.
- Ensure that De Montfort Students' Union complies with all legal and regulatory requirements.
- Safeguard and protect the assets of the organisation.
- Ensure that the governance of the Students' Union is of the highest possible standard and fit for purpose.
- Act collectively (decisions and responsibilities are shared).
- Act in interest of all students, despite specific portfolio responsibilities.

Personal

- Maintain good working relationships with your fellow Executive Officers.
- Be able to offer and receive constructive criticism.

**Role Specific:**

Portfolio

- Be responsible for all issues pertaining to education within the Students' Union, except for dealing with individual casework.
- Have strategic responsibility for Course Representatives and structures.
- Act as a conduit for information from the Students' Union to Course Representatives.

Activist

- Be responsible for the development, implementation and revision of educational strategy within the Students' Union.
- Have responsibility for all educational and academic campaigns and related events and be actively involved in the delivery of them at all sites.

Representative

- Delegate for the President in their absence where necessary / appropriate.
- Act as the main representative on academic issues to the University.
- Act as the primary liaison between the Students' Union and students studying at Collaborative Partner Colleges.
- Be a member of all committees to which the role is entitled, including Academic Board.
- Act as the second cheque signatory.