

Union Development Executive

JOB SPECIFICATION

Job title: Union Development Executive

Salary: £19,730 per annum

Hours of work: 37 hours per week

Annual Leave: 20 days with additional bank holidays and concessionary days

JOB DESCRIPTION

Executive Officer responsibilities:

Inspire you

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities
- Engage with students and encourage participation

Act with and for you

- Be responsible for Union strategy, strategic planning and development and researching best practice
- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union
- Understand and act on political and governmental changes within Higher Education and how these impact on students
- Act collectively (decisions and responsibilities are shared)
- Collectively assume the tasks of fellow Executive Officers in their absence
- Undertake duties in liaison with relevant staff and fellow Executive Officers
- Undertake necessary training as determined by the role
- Maintain good working relationships with fellow Executive Officers and the DSU staff team
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee

Represent you

- Be responsible for overseeing and representing the student voice
- Be jointly responsible for the delivery and implementation of the Union's legacy projects
- Improve engagement with collaborative partners, both nationally and internationally
- Attend appropriate meetings to ensure students are represented at all levels within the Union and the University.
- Hold ex-officio membership of all Union sub or delegated committees
- Lead on campaigns in the interest of their role or the Union in general, locally, nationally and internationally
- Working with Student Voice, be responsible for policy implementation

Listen to you

- Provide mentoring for the Liberations Officers and listen to their respective groups about their concerns
- Participate in a minimum of 12 hours of consultation with students per month (GOATing)
- Be held to account by Student Members via Zone and Student Council.
- Be able to offer and receive constructive criticism.
- Submit reports as and when required, or when requested to do so, to general meetings of the Union, Student Council and the University.

Support you

- Act as the student representative on University committees relating to student misconduct, academic appeals and complaints
- Participate in programme validations as and when required
- Participate in the continuous improvement of the Union including benchmarking with other Unions and maintaining relationships with other Unions' Officers.

Trustee responsibilities:

- Work collectively as part of the Union's Trustee Board alongside Student Trustees and External Trustees.
- Give 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 follows best practice and is fit for purpose
- Have collective responsibility for the organisation's commitment to equality, health and safety, sustainability, in terms of its finance and its longevity, and other strategic themes as determined by the Trustee Board
- Be aware of all major activities, developments and communications that are taking place within the Union, particularly from Executive Committee and the Chief Executive Officer.
- Act as a cheque signatory
- Complete a mandatory Trustee induction programme at the commencement of office

Role Specific responsibilities:

- Oversee the convening of the Executive Committee, Student Council and the Annual Student Members Meeting, in accordance with the Memorandum and Articles of Association and / or Bye-laws.
- Chair Executive Committee and general meetings of the Union.
- Ensure the Board of Trustees and Executive Committee communicate with a uniform voice, and make members, Student Council, and Student Representatives aware of their (collective) obligations and responsibilities.
- Hold the authority to make emergency decisions on behalf of the Executive Committee, in situations where it cannot be convened, but report and ensure that such decisions are ratified at the following meeting of the Executive Committee.
- Be the lead Representative for promoting the Union internally and externally, including, but not limited to, Open Days, DSU Open Days, raising awareness of DSU's services within DMU.

- Act as the Union's spokesperson to key stakeholders including, but not limited to DMU, NUS, DMU International College, partner colleges, the community.
- Be the lead Representative with responsibility for driving change and improving quality, implement recommendations from kite mark audits, undertake benchmarking activities and Students' Union visits
- Be responsible for the development and strategy of all media and communication tools within the Union.
- Coordinate the Union's positions on matters requiring an external response, including but not limited to DMU, the media and the local community
- Ensure members of the Board of Trustees are aware of all communication activities relating to DSU.
- Working alongside Marketing and Communications, co-ordinate all press releases, on behalf of the Executive Committee and Board of Trustees.
- Act as the main representative with the University's Internal Communications department.
- Act as the delegation leader at all appropriate / relevant conferences, including, but not limited to, NUS Annual Conference, except where excluded by conference rules, and ensure delegates are aware of their obligations, responsibilities and Union policy.
- Be the Governance budget holder