



# ELECTIONS

Your Time. Your Future. Your Choice.



# Job Descriptions



## Job Description

### President

Improve the lives of your fellow students and create positive change to Bournemouth University.

The Students' Union at Bournemouth University (SUBU) exists to make student life better. We are a registered charity with a turnover of £4.5 million SUBU employs over 150 full, part-time and casual staff. We work with thousands of student volunteers within clubs and societies, Student Reps and community outreach and provide a range of services from bars, shops, an advice centre, clubs and societies, media groups and representation.

We are led by a team of Full-Time Officers: the President, Vice-President Education, Vice-President Student Opportunities and Vice-President Welfare and Community. Those who are elected will serve a term of one year and will be responsible for representing every student at BU.

These role descriptions have been put together to help you get a better feel for the roles. If you would like more information or would like to discuss anything in more detail then please contact any of the Union Officers in SUBU who will be able to share a more personal view on the relevant role.

#### **What you can expect from the experience:**

No matter your future aspirations, we believe the experience of being a Union Officer in SUBU will help you learn more about working with other people and within organisations than almost any other graduate level opportunity. We know, because our past officers tell us so! You will have access to responsibilities and experiences that most people only get towards the end of their careers.

SUBU is a high trust organisation that encourages empowerment of people to use their best judgement in representing students. Within this role you will be encouraged and supported to achieve this. Specifically, you can expect to:

- Be trained to do your role over the summer and mentored throughout the year, both within SUBU and by attending external training events around the country.
- Be given plenty of scope to explore and develop your ideas for improving the student experience at BU.
- Have a year that has many highs but equally expect some lows as you navigate your way through a role with huge opportunity, but sometimes frustrating challenges. You will get support at every stage of this journey.
- Have an impact on the lives on many people across BU, which can last into the future.



## Every Officer has the same overall responsibilities that they must fulfil:

### 1. President/Vice-President

- Talk and listen to a wide range of students to find out about their experiences, collate their views and advocate on their behalf. This will allow you to act in the interest of all students and take responsibility for leading and enhancing the student experience
- Work with SUBU staff, especially the Student Voice and Policy team to gain more understanding of issues effecting students using research to give you the evidence you need in meetings
- Represent Bournemouth University students to the University, attending the necessary University meetings and events that will allow you to make changes to student lives. This will include regular meetings with the most senior University staff such as the Vice Chancellor
- Help students lead campaigns and projects to improve the student experience
- Represent Bournemouth University students on a national level, working with other students' unions, National Union of Students (NUS) and other sector organisations
- Work closely with the other SUBU Union Officers, Chief Exec, and other SUBU staff members to help develop the strategic direction of SUBU
- Work with students to help promote and bring about change based on your manifesto promises and the policy of SUBU chosen by students.
- To be accountable to the members of the union and update them on your work
- Be a supportive team member with other SUBU Officers and staff, maintaining a good working relationship with and support other Officers with their campaigns
- To engage fully in the SUBU democratic process, promoting active citizenship from students within them and to be accountable to students for your activities.
- Attend training and events to build specialist knowledge of your role
- To engage in collective decision making, and collective accountability, with the Officer Team and Trustee Board
- To act on research gathered by SUBU on current student needs and effectively represent it

### 2. As a Trustee

- Be part of a Board that is jointly responsible for the finances, staffing and legal compliance elements of the charity. You will help ensure that the board, its committees and SUBU as a whole takes in to account the needs and views of its members at all times
- Your main role will be to ensure that the Union pursues its charitable objectives to represent the students at Bournemouth, support their welfare and develop them through extracurricular activities.
- The board oversees the governance, finance and strategy of the Union. Ensure that the Union complies with its governing documents, charity law, company law and any other relevant legislation or regulations
- We will help you complete a Trustee induction programme at the commencement of your role and develop throughout your time.
- Develop and deliver the Union's strategic plan, policies and procedures



- Ensure the financial stability and sustainability of the organisation
- Safeguard and protect the assets of the organisation
- Ensure that the governance of the union is of the highest possible standard and fit for purpose

You will need to be eligible to be a Trustee to be appointed in a sabbatical officer role. (e.g. must not be bankrupt, or have unspent convictions for certain offences)

#### **Personal Profile:**

- Committed to the purpose, objectives and values of SUBU
- Constructive about other officer's, trustees' and staff opinions
- Able to act reasonable and responsibly when undertaking their responsibilities
- Able to maintain strict confidentiality

#### **Training and Support:**

A full training and induction programme will be provided to you upon beginning your term in office

#### **Benefits:**

- 24 days holiday, plus bank holidays and an extra 3.5 days over Christmas when the university closes its' buildings
- Pension Scheme
- Opportunity to develop key leadership and influencing skills, whilst acting to deliver positive impact for all students
- Receive £100 to attend any personal development training opportunity
- Access to student discounts
- Receive discounts and benefits with external companies by using your smart ID Card. A full list of participating organisations is available from the University intranet.



Post:	President
Salary:	£21,815
Contract type:	Fixed term of office. 54 weeks from Monday 15th June
Hours:	Full time, working 37 hours per week Monday-Friday. Due to the nature of the post additional work commitments will be required including evening and weekend work.
Method of appointment:	Election
Experience Required:	Must be a current BU student or re-running sabbatical officer Maximum term in office is two years
Accountable to:	The membership of SUBU
Role	The President makes strategic and executive decisions, leads the sabbatical team and advocates on the behalf of all BU students to the University, locally and nationally. They are ultimately responsible for the leadership and direction of SUBU through their role as chair of the Trustee Board.

**You should run for this role if you:**

- Want to ensure that the Union remains relevant and beneficial to all student members
- Want to take an active role ensuring that SUBU is represented within the University and beyond
- You have great communication skills and are comfortable communicating with a range of people from students to the Vice-Chancellor, in a range of different situations from having a chat to chairing our Annual General Meeting (AGM)

**The President shall:**

- Advance the Education of Students at Bournemouth University by being the principle representative of their views internally at BU, within the local community and on a national level.
- To act as the principal student representative, including attend relevant senior meetings within the University, including being a student member on the Bournemouth University's Board of Governors. You'll also be expected to attend Senate, Estates Development Committee and a range of other meetings.
- Ultimately responsible for the leadership and direction of the Union through their role as chair of the Trustee Board To be the key liaison with the University and Vice Chancellor on overarching and general matters
- Co-ordinate and ensure the effective operation of the Officer team and, together lead the collective decision making of the Executive Committee.
- Work with SUBU staff members, particularly the Senior Managers, to ensure the delivery of appropriate services to students.



- Responsible for maintaining an overview of all Union activities, including commercial offerings
- Be the lead Full-Time Officer for Democracy within the Union including chairing the Executive Committee and General Meetings
- To be the primary point of contact and voice for students for external press relations and internal membership communication, unless specifically covered by other roles.
- To lead on national representation and campaigns to improve the student experience, unless specifically covered by other roles.
- Lead on ensuring the Union has a strong presence on all university campuses

### **As Chair of the Trustee Board:**

- Be the legal head of the charity
- Chair and coordinate meetings
- Act as a member of the committees on the Board
- Help manage working relationships among the trustees and with the Chief Executive Officer (CEO), including leading the CEO's appraisal process with support from other board members.
- Lead the recruitment and select of future board members
- Ensure the Trustee Board is equipped to deliver strong governance practices
- Support the Trustee to perform effectively individually and collectively
- Ensure the Board of Trustees maintains and overview of the unions' responsibilities for compliance with legislative, university and international regulations
- Have lead responsibility for ensuring good governance and relationships with any subsidiary charities of SUBU.