

Job Description President

Job Title:	President
Salary:	£24,500 (subject to approval)
Contract type:	One year, fixed-term
Line Manager:	CEO

Purpose of Role

The President of the Students' Union works with students and staff to make Herts even better. You will spend your year in post speaking with students and your team of Part-Time Officers, School Community Organisers and Student Reps to find out what students think and then share this information across the University. All with the goal of helping students love life at Herts.

Main Duties and Responsibilities

- Act as the lead student representative for the students at the University of Hertfordshire
- Lead on three initiatives on behalf of all students by the end of the year
- Proactively gather student views and use student-based evidence to support representational activities
- Support Part-Time Officers, School Community Organisers and Student Representatives across the University – do this by meeting monthly with PTOs, SCOs and Student Representatives to prepare an ongoing action list of student feedback
- Act as Deputy Chair of the HSU Board of Trustees
- Act as a Student Governor for the University of Hertfordshire's Board of Governors
- Carry out duties that are assigned by Students' Union Trustees, Student Council and Executive Committee
- Hold office hours once per week so students can raise feedback and ideas directly
- Attend and report at all assigned University and SU committees
- Attend and report at Student Council
- Work with the Union's and University's marketing teams to actively promote yourself via social media through official channels and promote the work of the Students' Union, encouraging students to engage and maximise the opportunities available to them
- Support and attend activities such as Open Days, Freshers, International arrivals and official Students' Union events

Contacts

The post holder will come into contact with students, Students' Union Managers, Students' Union staff, Elected Officers and University staff.

Additional Information

This document outlines the general duties required for the time being for the post of President. This is neither a comprehensive or exhaustive list and the duties may be varied from time to time and may be changed and be added to or deducted from. Any changes will not alter the general character of the job and/or level of seniority or responsibility, unless following on from discussion and agreement.

Your Eligibility

Any University of Hertfordshire student who has undertaken a previous leadership position in support of the Students' Union or University – examples include, but are not limited to, a School Community Organiser, Society Committee Member or Student Rep.