

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

JOB TITLE: SU President

RESPONSIBLE TO: Board of Trustees

RESPONSIBLE FOR: Chief Executive

WORKS CLOSELY WITH: All Full Time Officers, WSU Colleagues, Boards, Committees, University of Warwick and External bodies.

MAIN PURPOSE FOR JOB

- Represent students' views to the University, as well as local, regional, and national organisations.
- Serve as a Chair of Board of Trustee of the Students' Union, ensuring its services and activities are meaningful and positively impact students.
- Uphold the mission, aims, governing documents, by-laws, regulations, and policies of Warwick Students' Union.
- Collaborate with SU staff to ensure services are tailored to meet students' needs.
- Ensure the SU operates primarily for students' benefit while adhering to legal and financial guidelines

MAIN DUTIES / RESPONSIBILITIES

- Act as the primary representative of student views to the University, local, regional, and national bodies by participating in various committees within the Union, University, and relevant external institutions.
- Serve as a Trustee of Warwick Students' Union, with responsibilities including:
 - Collaborating with the Chief Executive and senior staff to ensure Warwick SU has a clear vision and strategy aligned with its values and member needs.
 - Financial oversight as a Trustee, ensuring sound management and ensuring sound financial governance.
 - Monitoring and evaluating SU performance against targets, ensuring focus on its strategic vision and goals.
 - Participating in recruitment panels for both WSU and the University of Warwick.
 - Ensuring compliance with good governance principles in finance, employment, and legal matters, following guidance from relevant bodies.
 - Managing and implementing projects in line with strategic plans and Union policies.
- Report regularly to Union Meetings on individual responsibilities and activities, while proactively engaging with all student demographics through emails, meetings, newsletters, and forums.
- Provide regular and transparent feedback to students about the outcomes and impact of representation activities via forums, councils, and scrutiny panels. *(Note: This may need operational guidance to ensure consistency.)*

- Facilitate communication from the entire elected officer team to the wider membership. *(Additional support or structure may be required to address existing challenges.)*
- Collaborate as part of a senior leadership team, taking collective responsibility for decisions and outcomes.
- Abide by the Trustees Code of Conduct in all areas of work.
- Be accountable for manifesto pledges, team priorities, and individual objectives, ensuring clear and measurable progress during scrutiny panels.
- Operate within the law and Warwick SU's governing documents, interpreting and enacting By-Laws and policy effectively.
- Promote community integration across the University, fostering a sense of belonging through initiatives such as fairs, Welcome Week, and SU cultural events.
- Embed Warwick SU's core values - democratic, independent, enriching, student-focused, and welcoming - across manifesto pledges, collective priorities, and within both individual and team goals/objectives.
- Embed and demonstrate Colleague Values – Inclusive, Responsible, Adaptable, Collaborative, Problem Solvers and Supportive
- Stay informed of other officers' activities through weekly catch-ups and Executive Committee Meetings.
- Provide student-focused input by collaborating with SU colleagues to ensure all services meet the needs of students.
- Actively participate in key organisational events, such as Welcome Week, Open Days, and Executive Training.
- Collaborate with SU Colleagues to achieve the Union's charitable objectives.
- Commit to sustainability, reducing the Union's environmental impact while promoting ethical and sustainable practices.
- Perform all duties in line with all organisational policies including Health and Safety, Customer Care, Inclusion and Belonging and employment.
- Participate in University disciplinary panels, including reviewing case details, questioning involved parties, and determining sanctions for proven cases.
- Collaborate with the Learning & Development (L&D) team to create and follow personal development plans, taking ownership of personal growth through initiatives like EVOLVE.

- Represent the student body and Warwick SU at RGSU and NUS events, engaging and building key relationships with other SUs to share best practices across the sector.
- Participate in key University events such as January and Summer graduation ceremonies, as well as official dinners.
- Prepare for and attend SU council and board meetings by reviewing reports and contributing to discussions.

INDIVIDUAL RESPONSIBILITIES

- Act as the primary Union representative and liaison on relevant University committees.
- Stay informed on priority student issues and maintain a strong understanding of national and local Higher Education (HE) sector matters, including HE funding, academic quality, and welfare concerns.
- Serve as a spokesperson for external communications, acting as the lead officer for media.
- Lead relevant, impact-assessed campaigns, responsible for initiating and overseeing campaigns relevant to the entire student body.
- Line manager for the Chief Executive.
- Maintain governance documents, including interpretation of the Memorandum and Articles.
- Chair the Board of Trustees, serving as the lead officer for governance and ensuring effective oversight of the Union's activities.
- Propose research initiatives to address student needs and respond effectively to University consultations with the team.
- Coordinate responses to (for students) consultation documents, focusing on policy changes at both the national and local levels.

Union Committee/Bodies:

- Board of Trustees (Chair)
- Sabbatical Director of MSL Board
- FTO Meetings (Chair)
- 2 Board Sub-Committees (any two subcommittee of board i.e. audit and risk, governance and appointments, and people and remuneration)
- Liberation & Diversity forum
- Senior Leadership Team (SLT)
- Executive committee
- Student Council
- Other ad hoc working groups set up during any other given year

University Committees:

- Alliance Steering Committee (ASC)
- Athena Swan Self-Assessment Team (Athena Swan SAT)
- Fundraising Ethics Committee (FEC)
- Fees Working Group (FWG)
- Finance and General Purposes Committee (FGPC)

- International Committee (ISC)
- Policy Oversight Group (POG)
- Student Insight Group (SIG)
- Senate
- Senate Steering Committee working group
- Student Insight Group (SIG)
- Student Rents Working Group (SRWG)
- Students' Union and University Liaison Group (SULG) (Co-Chair)
- Student Wellbeing Strategy Group
- University Council
- University Estates & Environment Committee (UEEC)
- University Information Management Executive Committee (UIMEC)
- Warwick International Higher Education Academy (WIHEA)
- Other ad hoc working groups set up during any other given year

Other External Bodies:

- Russell Group Students' Unions (RGSU)
- NUS
- Warwickshire District Council
- Coventry City Council

DURATION: FTC 12 months

HOURS: 36.5 hours

LOCATION: Warwick Students' Union, Coventry. Occasional off-site working is required