

**Role Description:****Greenwich Students' Union (GSU) Officer**

Salary: £24,241

Start Date: June 17<sup>th</sup>, 2019

**Summary of Role**

GSU Officers are responsible for overseeing the running of the organisation. GSU Officers are the public face of Greenwich Students' Union (the SU), and are the first point of contact for the University to gain insight on issues students are facing. They act as ambassadors for the students of the University, and represent the student voice to the University. They are the strategic leaders of the SU, and are Trustees of the SU.

**GSU Officers should:**

- Be passionate about student issues
- Be approachable and engaging
- Have a positive attitude
- Be comfortable talking to students
- Want to support the work of the SU

**GSU Officers will develop the following skills:**

- Leadership
- Communication
- Organisational skills
- Listening and Interpersonal Skills
- Lobbying
- Team Work
- Project planning experience

### **Role Description:**

- Act as a figurehead of the SU at all times in the role.
- Act as strategic leaders of the SU, identifying what the organisation should work on to improve the lives of students. Use research to enable the organisation to be representative of student needs.
- Design annual work streams in line with Student Priorities, manifesto promises and the Big Plan.
- Attend the SU Board of Trustees. This includes responsibility for ensuring the SU is running effectively and not spending over budget or going against the core objectives of the SU, identified by the Big Plan.
- Spend time talking to students, finding out what their issues are and letting them know what officers are working on.
- Ensure student consultation is at the heart of the SU by allocating student facing time
- Increase student engagement within SU activities, including membership and commercial services
- Advocate, lobby and campaign in student interests on a local and national level as required.
- Understand the variety of demographics of students at Greenwich, and represent their needs.
- Lead on developing relevant policy and positions within the Union and University as determined by relevant groups and boards.
- Champion the SU values, beliefs and behaviours.
- Adhere to all SU and University policies and procedures.
- Ensure transparency with the student membership by facilitating two way communication and by providing regular reports and updates.
- Support the promotion of the Union and its services through various channels (e.g. digital media and physical presence).
- Participate in the University's Academic Disciplinary processes.
- Take the lead on developing relevant policy within the Union as determined by relevant councils and boards.
- Represent students to the University on relevant issues, including sitting on the relevant committees and working groups of the University.
- Present to students at various events e.g. during Welcome week, Open Days, and other key events.
- Participate in the University's Academic Disciplinary processes.
- Undertake training as appropriate, supported by SU staff.
- Attend all agreed meetings.

Four GSU Officers will be elected by students. The candidates with the highest votes will be elected as GSU Officers. The candidate with the overall highest votes will be offered the role of President (also to be understood as the lead GSU Officer). All other elected GSU Officers will be known as Vice Presidents.

Duties that must be divided amongst Officers are given below, and are in addition to the core role description above.

Duties will be divided in negotiation with the elected GSU Officer Team. This process will take place over the Induction period, from June 17<sup>th</sup> until August. Individual portfolios will be finalised by August 9<sup>th</sup> and communicated to students by August 15<sup>th</sup> (Results Day).

**The President of the Students' Union is the figurehead for the organisation and the first point of contact for many external organisations. The President's role is to co-ordinate the activities of the GSU Officer Team and lead on Union Development.**

- Provide the main channel of communication with the University on matters of Union policy and the needs of our membership
- Act as the spokesperson for the Union to the media (via the University Press Office) and on other occasions as required.
- Liaise with the Chief Executive regarding the effective running of the organisation including all aspects of Union and strategic development.
- Lead and manage the GSU Officer team.

**Lead on campaigning for the welfare and wellbeing of Greenwich students.**

- Lead initiatives to support student wellbeing including Mental Health.
- Support the work on liberation, championing the work of students. This includes BAME (Black, Asian and Minority Ethnic), Disabled, LGBTQ+, and Women students. In particular, empower and facilitate group leaders to form active networks.
- Working with the permanent staff team, enable Advice Outreach initiatives for all Greenwich students.
- Ensure student welfare needs are identified and reported effectively throughout University structures by working closely with the permanent staff team

**Lead on all issues relating to the education of the student body.**

- Empower student academic representatives through effective communication
- Ensure the student voice is heard throughout the University by overseeing the strategic development of the Academic Reps Network.
- Ensure student academic needs are identified and reported effectively throughout the University and at all levels of education (e.g. module, programme, department, and faculty) by working closely with SU and University staff.
- Lead on reporting academic issues throughout the University and SU
- Liaise with the Representation and Advice Team regarding the effective running of academic representation and activity structures, and identify trends in academic issues.

**Lead on the provision and development of a wide range of accessible activities, facilities and services for the student body.**

- Ensure students are enabled to participate in extracurricular activities and opportunities by working closely with the Activities Team
- Represent the needs of students who participate in sports and societies by facilitating the Sports and Societies Executive, and reporting to this group on activity.
- Empower Group Leaders through effective communication