

**Role Description:**

**Greenwich Students' Union (GSU) Officer**

Salary: c. £ 24,725

Start Date: June 15<sup>th</sup> 2020

Length of term: One year

Hours: Full time (37.5 hours per week)

**Summary of Role**

GSU Officers are responsible for overseeing the running of GSU, being the public face of GSU. They are the senior student representatives to the University and provide insight on issues students are facing. As Trustees of GSU they are the political and strategic leaders working to ensure Students' voices are at the heart of everything GSU and the University does.

**GSU Officers should:**

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

**GSU Officers through this role will be supported to develop the following skills:**

- Leadership
- Communication
- Organisational skills
- Listening and Interpersonal Skills
- Critical thinking
- Lobbying and negotiation
- Team Work
- Project planning
- Long term and strategic planning

### Role Description:

- Act as a figurehead of GSU at all times in the role.
- Act as strategic leaders of GSU, 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 the Student Priorities results, manifesto promises and the GSU strategic plan.
- Attend the GSU Board of Trustees. This includes responsibility for ensuring GSU is running effectively, is financially responsible and not going against the core objectives of GSU, identified by the strategic plan.
- Spend time engaging with students and keeping them up to date with what they are working on through providing regular reports and updates.
- Help students to make the most out of GSU activities and outlets
- 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 within the Union and University
- Champion GSU values, beliefs and behaviours.
- Represent students on formal University disciplinary panels.
- 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.
- Represent students to the University meetings by attending all agreed meetings.
- Adhere to all GSU and University policies and procedures.
- Undertake Trustee responsibilities collectively with the other members of the Trustee Board and support the Chair in the accountability of the Chief Executive Officer

Four GSU Officers will be elected by students. The candidate with the highest overall 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 GSU Officers.

Duties will be divided in negotiation with the elected GSU Officer Team. This process will take place over the Induction period, from June 15<sup>th</sup>, 2020 throughout the summer period. Individual portfolios will be finalised by August 9<sup>th</sup> and communicated to students by August 13<sup>th</sup>, 2020 (A-Level 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. They also act as the Student Governor on the University's governing body.**

- 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.

**All GSU Officers, including the President, will produce a workplan covering these four areas of work;**

<p style="text-align: center;"><b><u>Student Priorities</u></b></p> <p><i>Priorities determined via research and student votes. Ensuring both popular priorities are achieved, as well as the needs of specialist groups</i></p>	<p style="text-align: center;"><b><u>Reactionary</u></b></p> <p><i>Unexpected work that must be conducted as it is time sensitive, urgent and/or important.</i></p>
<p style="text-align: center;"><b><u>Work Plan</u></b></p> <p><i>Developed alongside your manifesto goals. All plans should seek to achieve a positive impact for Greenwich students</i></p>	<p style="text-align: center;"><b><u>Portfolio</u></b></p> <p><i>Projects, committees and specialist areas of the Strategic plan which are agreed and split amongst the team. This links with "remits" of the past, and the specialist areas noted within the current Role Description</i></p>