

Role Description: Student Officers

Salary: £23,550

Key Dates

- **Start Week: 10th-12th July 2024**
- **Off Work for Graduations: 15th-19th July 2024**
- **Trustee Away Days: 22nd + 23rd July 2024**
- **Induction Training Programme: 24th July – 2nd August 2024**
- **Contract Starts: 1st August 2024**
- **End of Role: August 2025**

You will be expected to be present for the Induction Period throughout July and early August. This includes attending the Trustee Away Days. To allow time off for elected Officers who are graduating this Summer, following the initial starting week, Officers will not be working for the following week for graduations.

If you have any concerns about these dates or have existing plans that may interfere, please get in touch, so we can discuss your individual circumstances.

Summary of Role

The Student Officers are responsible for overseeing the running of Liverpool Guild of Students. They are the public face of the Guild and are the first point of contact for many external organisations. They act as ambassadors for the students of the University and represent the student voice to the University. All Student Officers attend the Guild Board of Trustees and the President is also Chair of the Board of Trustees.

Specific Duties

- Set the strategic direction of the Guild and identify what priorities staff should work on to improve the lives of students.
- Attend the Guild of Student's Board of Trustees. This includes responsibility for ensuring the Guild is running effectively and not spending over budget or going against the core objectives of the Guild.
- Work with the Chief Executive to ensure staff in the Guild are supported and working on the Guild objectives.
- Spend time talking to students, finding out what their issues are and letting them know what Officers are working on.
- Oversee, review and develop the democratic processes of Liverpool Guild of Students, e.g. elections or Guild Summit.
- Work to maintain and develop contacts with other organisations and Students' Unions.
- Represent students to the University on relevant issues, including sitting on the relevant committees and working groups of the University.
- Work with NUS to represent students nationally and support any national campaigns to improve students' lives.
- Will often be required to speak on behalf of students to the University, external organisations or the media.
- Present to students at various events e.g. during welcome week to welcome new students to the University.
- Officers shall be ex-officio members of the Senate of the University of Liverpool and all other University committees as agreed with the University.

President Role Description

The President shall, in addition to the general role of all Student Officers:

- Chair the Board of Trustees, ensuring trustees individually and collectively meet their key responsibilities and receive the training and support to do so
- Co-ordinate the Student Officer team, ensuring objectives are individually and collectively met and that any necessary support and training needs are identified
- Be the principal channel of communication between the Guild and the University of Liverpool
- Be the principal channel of communication between the Guild and the National Union of Students
- Be the principal external representative of the Guild, speaking on behalf of University of Liverpool students to conferences, committees, the media and other organisations
- Be an ex-officio delegate and delegation leader to conferences of the National Union of Students
- Be an ex-officio member of the Council of the University of Liverpool
- The Deputy President shall normally deputise for the President in their absence.

Appointment of Officer Roles

- One of the Student Officers shall take on the role of President, one the role of Deputy President, and two the role of Vice President.
- The candidate receiving the highest number of votes shall be offered the role of President. If they decline, the role shall be offered to the candidate with the second largest number of votes and so on.
- The remaining successful candidates shall be appointed to the positions of Deputy President and Vice President by the Board of Trustees in consultation with the Student Officer Team and Guild Senior Management based on their skills, experience, election manifesto and interests.

Student 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 Guild
- Be committed and actively working towards the principles of equality, diversity and inclusion.

Skills Development:

Student Officers will develop the following skills:

- Leadership
- Communication
- Organisational Skills
- Listening and Interpersonal Skills
- Lobbying
- Campaigning and change-making
- Managing stakeholder relationships
- Team Work
- Project Planning

Reward

- Student Officers will receive a salary of £23,550
- The working week is a minimum of 35 hours, but they will be required to work above these hours in order to meet the requirements of the role, including in the evenings and at weekends.
- Student Officers shall be entitled to 30 days annual leave, in addition to leave on all public holidays and general University of Liverpool holidays for which the Guild is also closed.

Liverpool
Guild of
Students

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