



# VP EDUCATION & DEMOCRACY

# WELCOME

The University of Portsmouth Students' Union exists for one simple reason: to have a positive impact with EVERY Portsmouth student.

As a registered charity with a turnover of approximately £1.6m, we employ nearly 40 permanent staff and over 50 student staff, delivering a range of activities focusing on our Charitable Aims of Representation, Welfare and Development.

The organisation is led by five elected student leaders: the President, Vice President Education & Democracy, Vice President Activities, Vice President Sport, and Vice President Welfare & Community.

Those who are successfully elected by their fellow students serve full-time in their role for one academic year – either as a 'sabbatical' period (taking a break from their studies), or after completing their studies. In so doing, Sabbatical Officers receive a full salary during their time in office as employees of the Students' Union.

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# RESPONSIBILITIES

**Every Sabbatical Officer has the same overall responsibilities that they must fulfil:**

**1. President or Vice President:**

Acting as a leader and representative of students. This involves working closely with the University to make sure they make decisions in the best interests of students.

**2. Trustee and or Director:**

Sitting as a member of the Students' Union's Board of Trustees (and in the case of the President – Chairing it), which oversees the strategic direction, financial stability and legal/reputational risks of the organisation. Some Sabbatical Officers will also be required to be Directors of the Portsmouth Students' Union Trading Company Limited overseeing agreed financial targets and future development.

**In addition, the specific Sabbatical Officer roles each carry different responsibilities.**

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**AS A PRESIDENT OR VICE PRESIDENT:**

- Represent student views to the Students' Union, University and external stakeholders.
- Contribute to, and influence the University's strategy, delivery and decision making both through committee activity and more informal meetings with key staff. This ensures that student interests are effectively represented.
- Act as the key representative link for one University Faculty (which will be assigned when in post.)
- Work closely with the other Sabbatical Officers on priority campaigns and activity.
- Lead and facilitate student engagement with Democratic Committees, Zones and Networks.
- Provide support for and help organise student-led campaigns.
- Proactively support the Union's work to have impact with students across the Global UoP community.
- To support the relevant Have Your Say Zones and the Union Actioning Body.

**AS A TRUSTEE:**

- Ensure the Students' Union has a focussed strategy and is delivering against agreed aims.
- Ensure the financial stability and sustainability of the organisation.
- Ensure the organisation complies with its constitution, relevant charity law, and other pieces of legislation such as the Education Act 1994.

## **AS VP EDUCATION AND DEMOCRACY:**

- Be the primary representative of the Union on education matters, to the University and other external bodies.
- Be the primary representative of the Union with regard to the Unions democratic processes, activity and outcomes and to ensure democratic processes are followed according to the Memorandum, Articles of Association, and Bye Laws of the Union.
- Be the Lead Officer in ensuring the decision-making and democratic processes of the Union are transparent.
- Be the Lead Officer in assuring the effective operation of the Union Actioning Body
- Be the Lead Officer in assuring strong working relationships with the University Deputy Vice Chancellor, Pro Vice Chancellors and Dean of Learning and Teaching
- Provide oversight, influence and advice to the University on the Course Representative system.
- In close liaison with UPSU Advice Service, Student Focus and Insights staff, support activity on emerging trends with regard to education matters
- Coordinate and deliver campaigns relating to education and democracy.
- Be the Lead Officer in ensuring relevant and timely activity regarding the findings of National Student Survey, postgraduate research experience survey, postgraduate taught experience survey, international student barometer, graduate destination survey and other such university based surveys and provide recommendations and commendations to the University on behalf of the Students' Union.
- Be the Lead Officer on all internal and external University quality assurance feedback, including the QAA student written submission.
- Liaise and work closely with the University, other institutions and students' unions, local MP's, the National Union of Students and any other appropriate legislative or regulatory bodies on behalf of the membership on democracy and education issues.
- To be the lead officer for the access and participation Plan, Academic Representation development plan and the course rep development plan, and to support any annual budget requests to the University regarding these areas of work.

### **Notes:**

- In addition to responsibilities as elected officers, all Sabbatical Officers are employees of the Union:
  - All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
  - All employees are individually and collectively responsible for working to the Union's values.
  - The Union operates an Agile working culture which will require employees to work outside their role remit to deliver student impact projects.

- The nature of the post will, at times, require additional commitment over and above normal office hours. Payment for these hours is incorporated in the salary offered.
- This job description does not form part of your contract of employment.



**Candidate's declaration:**

I have read the above job description and agree to undertake the role as described, and be held to account should I be successfully elected.

I understand that employment in this post is dependent upon my elected status, membership of the Union and student status at the University of Portsmouth.

Name:

Signed:

Date: