



**Role**

**Descriptions**



# EXECUTIVE TEAM JOB DESCRIPTIONS

The term of office for the Executive Team is from the first working day in July, until the last working day, the following June. The length of the term of office is one year.

## PRESIDENT

- Chair the Trustee Board and relevant committees;
- Plan governance business and agendas alongside CEO;
- Act as NTU Governor on request of NTU;
- Ensure the Union has an effective strategy and KPIs;
- Assume joint responsibility for strategic staffing decisions;
- Manage the relationship between CEO and the Trustee Board;
- To maintain a regular dialogue with the membership to understand and represent the views of students to stakeholders;
- To organise and implement a programme to actively seek the views of students;
- Lead liaison with senior University academics and managers;
- Articulate the views of students in meetings and forums to effect positive changes for students;
- Ensure that the Executive Team has a consistent approach to the representation of members;
- Manage the tone of the Union's relationship with NTU;
- Lead the Executive Team;
- Delegate tasks within the team as appropriate;
- Be a member of the Union's Senior Management Group;
- Be a figurehead for the Students' Union and act as leading spokesperson on public relations matters;
- Oversee the Union's democratic procedures, ensuring they are fit for purpose and effective;
- To be the lead Executive Officer for the management of Freshers Team;
- To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- Be the primary liaison with NUS and other Unions;
- Be aware of major trends within the HE sector;
- Prioritise campaigns in consultation with other Exec members and ensure resources are available to support them.

## VICE PRESIDENT EDUCATION

- Be an active member of the Union's Trustee Board and relevant committees;
- To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
- Be visible across all campuses and approachable with students;
- Work closely with course reps and school officers to represent the voice of all NTU students regarding all academic matters;
- Collect termly feedback from students on the academic matters and produce termly reports;
- Inform students on any policy changes on national or institutional level and seek the view of our members;
- Represent the voice of students on academic matters at all relevant meetings with NTU and on the national level;
- Campaign towards positive changes;
- Be an effective Union member of ASQC and Academic Board;
- Represent the voice of NTU students regarding all academic matters and seek positive

changes;

- Be responsible for ensuring an effective academic representation system and its continuous development;
- Liaise with IAS and Student Voice on academic support issues;
- Work alongside School Officers on organising Course Rep Assemblies and school related campaigns;
- Chair Course Rep assemblies across all campuses;
- Chair and take a lead in the NTU / NTSU StEAR meeting;
- To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- Work together with the VP Postgraduate towards accessible, value for money education for all students;
- Work alongside others to actively campaign on any HE issues at local and national levels as agreed with NTSU membership.

## **VICE PRESIDENT OPPORTUNITIES**

- Be an active member of the Union's Trustee Board and relevant committees;
- To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
- Ensure that student views on relevant extra-curricular activity are represented to NTU e.g. room bookings, faith spaces;
- Ensure policies affecting societies are fair and facilitative e.g. external speakers, sponsorship;
- Ensure that societies retain student leadership;
- Promote the role of student groups in enhancing members' experience at NTU;
- Represent NTSU at National Student Fundraising events;
- Ensure that the Union's Student Opportunities work meets the expectations of members;
- Chair Societies' Assembly;
- Support societies with matters of finance, health and safety, democracy and governance;
- Sit on Student Council and help complete Big Ideas;
- Help run and promote society events;
- Ensure annual delivery of effective society committee training;
- Encourage the establishment of new student groups;
- Help mediate any society/committee conflicts;
- Allocate funding to societies in accordance with Education Act;
- Liaise with NTU on matters affecting student groups (e.g. course based societies, cultural strategy etc.);
- To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- Be aware of national initiatives relating to student groups;
- Manage competing campaigning activities and demands of student groups.

## **VICE PRESIDENT SPORTS**

- Be an active member of the Union's Trustee Board and relevant committees;
- To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
- Be a member of the NTU Sport Management Team - including the various sub-groups;
- Facilitate Sports' Assembly meetings termly;
- Chair Sports Exec meetings;
- Be a member, and co-chair of the Varsity Strategic Committee;
- Work alongside NTU Sport to deliver sports team committee member training;
- Support all student led sports teams on social media;
- Representing and supporting students with campaigns related to sport they wish to pursue;
- Be a figurehead for the Students' Union, specifically student sport;

- Proactively secure students' views and convey these to NTU Sport to create positive change;
- Be the Lead Executive Officer for the annual Varsity Series;
- Lead on reward and recognition initiatives for sports individuals and groups;
- Lead relevant student well-being initiatives;
- To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- Represent NTSU within BUCS and liaise with other Students' Unions on sports matters;
- Positively influence the behaviour of sports club members through relevant campaigns.

## **VICE PRESIDENT POSTGRADUATE**

- Be an active member of the Union's Trustee Board and relevant committees;
- To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
- To represent the views of PGR and PGT students at relevant boards and committees;
- To convene regular forums for postgraduate students;
- To represent the employability needs of our members;
- To represent the enterprise needs of our members;
- To represent the information systems needs of our members;
- To understand the views of PGR and PGT students;
- To ensure the services of the Union better suit the needs of postgraduate students;
- To ensure the employability, enterprise and Information systems services at NTU deliver what students want;
- To lead on the Unions enterprise activities;
- To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- To campaign on local and national issues effecting postgraduate students and employability;
- To use research and insight to develop relevant policy;
- To lead on the academic representation system for postgraduate students.

## **VICE PRESIDENT COMMUNITY AND WELFARE**

- Be and active member of the Union's Trustee Board and relevant committees;
- To maintain regular dialogue with the membership to understand and represent the views of students to stakeholders;
- Be the lead member of relevant University Sustainability Boards;
- Chair Green Impact Team meetings supported by NTSU's Green Champion;
- Lead on all 'Respect and Consent' initiatives;
- Be the lead officer for interactions with Nottingham City Council and other local forums throughout the city;
- Represent the Union at community meetings to respond to residents (using staff support as appropriate);
- Lead on issues related to SCoB including revisions to the Code;
- Meet regularly with IAS staff to ensure the service meets membership expectations;
- To lead on campus specific feedback;
- Be the lead for students living in residences and the local community;
- Lead health and well-being campaigns;
- Lead on Equality and Diversity matters;
- Deliver annual green impact campaigns e.g. Green Leaders programme;
- Take a lead in ensuring NTU SCoB and other policies are fair for members and reflect Union policy (e.g. Union Drug Policy);
- Actively support student fundraising activities;
- To work as an Executive Committee to implement policy and campaigns as determined by the democratic structures of the Union;
- Proactively campaign and promote initiatives which address inequality and encourage anti-

- discriminatory practice;
- To ensure relevant awareness events are delivered.

### **BRACKENHURST OFFICER:**

- Be an active member of the Union's Trustee Board and relevant committees;
- Convene and Chair Brackenhurst representative forums as outlined in NTSU documents;
- Attend NTU meetings on Brackenhurst issues when requested;
- Act as the primary channel of communication between Brackenhurst students and the Exec Team and Union staff;
- Actively seek the views of students at Brackenhurst and articulate them to relevant managers and forums;
- Seek opportunities for the Union to develop activities, services and improve representation at the campus;
- Identify and campaign on issues which are of particular or unique importance to Brackenhurst students;
- Implement wider Union campaigns at the Brackenhurst campus;
- Ensure that campaigning activity at Brackenhurst is joined up with wider Union campaigning activity.

## **EQUALITY AND DIVERSITY NETWORK CHAIRS' JOB DESCRIPTIONS**

**The term of office for the Equality and Diversity Network Chairs is from the first working day in July, until the last working day, the following June. The length of the term of office is one year.**

Joint responsibilities of all Equality and Diversity Network Chairs shall, in addition to any individual duties outlined in the Networks Code of Practice, include:

- Act as the representative of their Network, including fulfilling all purposes in Part Five Section 1 as required;
- Attending any internal training, NUS training, or NUS conferences as required and that are appropriate;
- Attending Student Council meetings, Union Meetings, and Annual Meetings as mandatory;
- Chairing respective Networks;
- Seeking student opinion and voicing students' views at relevant meetings;
- Actively promoting any democratic event to their respective portfolio;
- Working closely with relevant staff to run events, trips and activities relating to their specific demographic.

The Vice Chair of each Equality and Diversity Network may act on behalf of the chair in the event that they are unable or ineligible to fulfil their role.

# CONFETTI AND MANSFIELD OFFICERS' JOB DESCRIPTIONS

**The term of office for the Confetti and Mansfield Officers is from the first working day in July, until the last working day, the following June. The length of the term of office is one year.**

**Responsibilities of Confetti and Mansfield Officers shall include:**

- Working during Freshers' Week to ensure there are events that cater for their specific campus;
- Attending any internal training, NUS training, or NUS conferences as required and that are appropriate;
- Attending Student Council meetings, Union Meetings, and Annual Meetings as mandatory;
- Attend NTU meetings on issues affecting their campus when requested;
- Act as the primary channel of communication between students on their campus, Student Council, the Exec Team and Union staff.