



# **Nottingham Trent Students' Union Executive Officer Role Descriptions**

## **The Executive Committee is made up of the following Executive Officer roles;**

- President
- Vice President Education
- Vice President Community & Welfare
- Vice President Societies & Sport

All members of the Executive Committee are Officer Trustees as defined in the Memorandum & Articles of Association, [\(5.2\)](#).

## **The collective duties of the Executive Officers are:**

- 1 To serve as an Officer Trustee on the Board of Trustees and relevant committees, contributing to the strategic leadership, governance and oversight of Nottingham Trent Students' Union (NTSU).
- 2 To actively engage with students to understand their views and ensure their interests are effectively represented to Nottingham Trent University (NTU) and external stakeholders.
- 3 To collaborate with other members of the Executive Committee and staff to deliver coherent campaigns, initiatives and projects that enhance the student experience.
- 4 To lead and support the development and delivery of campaigns and policy initiatives agreed through NTSU's governance and democratic processes that advance student priorities and align with NTSU's values.
- 5 To champion a culture of equality, diversity and inclusion across all areas of student life and NTSU services.
- 6 To build constructive relationships with NTU staff, departments, and management to influence decision making on behalf of students.
- 7 To ensure NTSU members are kept up to date on the action of the Executive Committee, by being a visible and approachable representative across all campuses.
- 8 To attend and contribute to all committees and formal meetings where nominated, representing the student body and NTSU with professionalism and integrity.
- 9 To engage with national student bodies, networks and campaigns, staying informed about developments and trends within the higher education sector, ensuring NTU student voices are represented beyond NTU.
- 10 To fulfil their roles as outlined in the Executive Officer Role Profiles and to support, where appropriate, other student representatives in the fulfilment of their roles.
- 11 To support the President in fulfilling representative duties, including deputising at meetings, and events with NTU, external stakeholders, and national bodies when appropriate.
- 12 To champion NTSU's strategy, objectives and values, promoting awareness and engagement across the student membership.
- 13 To maintain high standards of performance and comply with all terms, conditions and policies of employment set by NTSU.

Additionally, each Executive Officer has their own role profile with individual responsibilities and accountability for the delivery of their objectives. These responsibilities will typically be reviewed and approved on an annual basis, prior to election, by the Board of Trustees.

# President Role Profile

The President is the lead representative and figurehead of NTSU. They provide strategic leadership of the Executive Officer Team, ensure effective governance and accountability, and represent the collective voice of NTU students to NTU, National Union of Students (NUS) and other external stakeholders.

## Key Responsibilities

- Chair the NTSU Trustee Board and ensure effective, transparent, and student focused governance.
- Work with the Chief Executive Officer (CEO) to shape and deliver NTSU's strategy, ensuring it aligns with the student priorities.
- Act as the senior representative of students to NTU, including building productive relationships with the Vice Chancellor, University Executive Team and Board of Governors.
- Act as an NTU Governor (on request of NTU).
- Influence NTU strategy and policy to ensure student voice and experience remain central to institutional decisions.
- Prepare and present reports highlighting key issues affecting students at relevant NTU committees and forums.
- Serve as the public and media spokesperson for NTSU, promoting NTSU values, impact and achievements.
- Lead the Executive Officer Team, providing direction and coordination to ensure collective delivery of NTSU's strategic and democratic priorities.
- Oversee and lead NTSU's governance and democratic processes, ensuring they are inclusive, transparent and empower students to influence change.
- Champion the engagement and inclusion of international students across all aspects of NTSU activity, ensuring their experiences and perspectives inform NTSU & NTU services.
- Promote accountability across the Executive Committee, ensuring members understand how their feedback drives change.
- Be an active member of NTSU's Senior Leadership Team.
- Be the lead Executive Officer for the management of the Freshers Team.

# Vice President Education

## Role Profile

The Vice President Education leads on all matters relating to the academic experience of students at NTU. They ensure students' voices are heard and influence issues affecting teaching, learning, assessment, and academic support across both undergraduate and postgraduate taught (PGT) and research (PGR) communities. The role also champions and empowers academic representatives, ensuring they receive the training, resources, and support needed to drive meaningful educational change at NTU.

### Key Responsibilities

- Lead on all matters relating to the academic experience of NTU students, ensuring teaching, learning and assessment reflects student needs and feedback.
- Oversee the academic representation system, ensuring representatives receive effective training and support to influence academic policy and decision-making within NTU.
- Represent students on key NTU academic committees, including Academic Board, Academic Standards and Quality Committee (ASQC), and other decision-making forums that influence academic quality and standards.
- Collect and analyse student academic feedback, identifying key trends and working with NTU to deliver improvements in education and learning resources.
- Champion postgraduate representation, advocating for both taught (PGT) and research (PGR) students and ensuring their academic and research experiences are prioritised by NTU.
- Collaborate with NTU academic leadership to influence institutional policy and practice in areas such as curriculum design, assessment methods, and digital learning.
- Lead academic campaigns and initiatives that promote accessible, inclusive and high-quality education for all students.
- Work collaboratively with the Student Voice Team to deliver and chair effective forums that aim to enhance the educational experience of students at NTU, including but not limited to, Academic Representation Working Group (ARWG) and Course Rep Assemblies.
- Stay informed of national higher education developments, using this insight to influence institutional policy and represent NTU students within the sector discussions.
- Work with international students to enhance and shape their academic experience.
- Lead on student consultations and represent the student voice in key institutional submissions such as the Access and Participation Plan (APP) and Teaching Excellence Framework (TEF).
- Prepare and present reports highlighting key issues affecting students at relevant NTU committees and forums.
- Act as a deputy to the President when required, representing NTSU in internal and external meetings, and supporting the delivery of strategic and representative functions across NTU and wider stakeholder groups.

## Vice President Community & Welfare Role Profile

The Vice President Community & Welfare leads on all matters relating to student wellbeing, support, and community at NTU. They ensure students' voices are heard, and influence issues affecting welfare, safety, and inclusion both within NTU and the wider local community. The role also champions sustainability across NTSU, embedding environmentally responsible and socially conscious practices throughout our work and membership.

### Key Responsibilities

- Lead on all matters relating to student wellbeing, welfare and inclusion, ensuring these remain central to the student experience at NTU.
- Work collaboratively with NTU and other stakeholders to create a safe, supportive and inclusive environment for all students.
- Champion campaigns addressing key welfare issues, such as housing, cost of living, safety, consent and mental health.
- Work in partnership with NTU Student Support Services and other departments to influence policy and provision around wellbeing and student support.
- Represent students on key NTU and local community committees including but not limited to, NTU Equality, Diversity and Inclusion (EDI) Strategy Board, Night-Time Economy (NTE) Safety Group Meeting and Student Action Group.
- Champion student interests and strengthen community relations by fostering effective partnerships with local authorities and community partners, ensuring student needs and perspectives are considered in local decision making.
- Oversee and promote sustainability within NTSU, co-chairing the Sustainability Advisory Committee and acting as the lead officer in all matters of sustainability within NTSU.
- Work collaboratively with NTSU's Information & Advice Service to ensure the service effectively meets student needs and to influence the development of proactive engagement and outreach initiatives.
- Work collaboratively with NTU services and community partners to support the wellbeing and integration of international students, ensuring they can access essential services and feel part of the wider community at NTU.
- Work with NTU policy leads to review and influence welfare related policies, ensuring these are fair, transparent and are student-centred.
- Prepare and present reports highlighting key issues affecting students at relevant NTU committees and forums.
- Act as a deputy to the President when required, representing NTSU in internal and external meetings, and supporting the delivery of strategic and representative functions across NTU and wider stakeholder groups.

# Vice President Societies & Sport Role Profile

The Vice President Societies & Sport leads on all matters relating to the development, representation and celebration of student-led groups, including societies, sports clubs and student-led activities. The role also oversees student employability opportunities, ensuring co-curricular involvement and engagement in student groups enhances the personal and professional growth of students.

## Key Responsibilities

- Lead on all matters relating to the development and representation of student-led groups, including societies, sports clubs and student-led activities, ensuring their voices shape NTSU and NTU priorities.
- Champion student participation and belonging, promoting opportunities that enhance the social, cultural and community experience of NTU students.
- Oversee the effective operation of student groups, ensuring societies and sports clubs receive appropriate training, support and guidance.
- Work with NTU Sport to champion the voice of students to enhance the quality, accessibility and inclusivity of sport and physical activities across all NTU campuses.
- Be an active member of NTU Sport Management Team.
- Work collaboratively with the Opportunities Team and NTU Sport to deliver and chair effective forums that aim to enhance the extra-curricular experience of NTU students in societies and sports clubs.
- Ensure the voices of students influence the direction and delivery of major student events, such as the Varsity Series, NTSU Awards and Sports Awards.
- Work in partnership with NTU Employability and other departments to influence policy and provision around student employability.
- Collaborate with NTU Employability to connect extra-curricular activity with skill development and graduate opportunities, promoting the leadership and employability benefits of participation in societies and sport.
- Encourage innovation and growth by supporting the creation of new societies, sports clubs and student-led initiatives.
- Promote and expand opportunities for international student participation in extra-curricular activities fostering a diverse and inclusive student community.
- Represent NTU student interests in external networks such as British Universities and Colleges Sport (BUCS), NUS and sector forums.
- Work collaboratively with NTU departments, NTSU teams, and student leaders to understand and address barriers to participation in extracurricular activity, ensuring systems and support enable all students to get involved.
- Prepare and present reports highlighting key issues affecting students at relevant NTU committees and forums.
- Act as a deputy to the President when required, representing NTSU in internal and external meetings, and supporting the delivery of strategic and representative functions across NTU and wider stakeholder groups.