**POST SPECIFICATION**

**POST:** **Vice President – Social and Activities**

**City of Glasgow College Students’ Association**

**HOURS:** 14 Hours per week

**SALARY:** £21,840 (Pro-rata)

**LOCATION:** City and Riverside Campuses

**OPERATIONAL**

**REPORTING:** Students’ Association Coordinator

**RESPONSIBLE FOR:** Supporting the student president in promoting student representation with specific focus on clubs, societies, activities and events.

**KEY RESPONSIBILITIES**

1. To support the Student President to ensure the Students’ Association operates in line with the Students’ Association Constitution, balance scorecard and operational plan.
2. To champion the student voice at work streams, working groups and relevant committees and promote student views through engagement with the National Union of Students.
3. To ensure there are effective structures in place for student representation.
4. Ensure effective communication systems are in place to promote Students’ Association activity to students, staff and external partners.
5. To ensure regulations are followed regarding Students’ Association finances.

**KEY ROLES**

1. Ensure that all Students’ Association activity is in accordance with the Constitution including regulations relating to finance, codes of conduct and representative structures.
2. Regular updates and interaction with Students’ Association Coordinator and Student Engagement Manager and an active effort to work with college partners on shared projects.
3. To develop and work in accordance with the Students’ Association operational plan and balanced scorecard ensuring a strategic focus.
4. Work alongside students, college partners and the student executive to ensure a vibrant array of clubs, societies and activities are accessible and inclusive.
5. To contribute to reports on Students’ Association activity.
6. To actively engage with students from all backgrounds to gather student opinion and effectively represent the views of the student body at the college.
7. To work with other institutions on large campaigns and help to shape the direction of the National Union of Students.
8. To support the president in providing inspirational leadership for the Student Executive, Student Parliament and Class Reps.
9. To assist and support the maintenance of a robust communication strategy through the use of social media and internal promotional systems.
10. To comply with relevant financial procedures ensuring effective budget management.

**GENERAL**

1. Implement and promote College policies, particularly those relating to safeguarding and equality & diversity in all aspects of College operations.
2. Implement Health and Safety and security measures in accordance with statutory and College requirements.
3. Be a role model and operate at all times supporting College values and corporate management.
4. Actively develop yourself through staff development and training activities and review own performance and the performance of those who are responsible to them.
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.
6. Develop effective working relationships internally and with external partners.

**Every Post Description will be subject to review;**

1. **Within six months of appointment**
2. **Thereafter, on an annual basis**
3. **As a result of agreed staff development / personal development needs**
4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

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| **MANAGER SIGNATURE** | **Lucy Treasure** |
| **DATE COMPILED** | **10.01.24** |
| **EXECUTIVE AUTHORISATION** |  |