**POST SPECIFICATION**

**POST:** **President of the City of Glasgow College Students’ Association**

**SALARY:** £23,784

**LOCATION:** City and Riverside Campus

**OPERATIONAL**

**REPORTING:** Students’ Association Co-ordinator

**RESPONSIBLE FOR:** Lead the Student Executive in representing the student body both externally and on internal college boards.

**KEY RESPONSIBILITIES**

1. Work in partnership with the Students’ Association Co-ordinator and college partners 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 Board of Management meetings and promote student views at both local and national level through regional committees and the National Union of Students.
3. To lead on student representation at the college and provide inspirational leadership to Vice Presidents, Executive Officers, the Student Parliament, Class Reps and the student body as a whole.
4. Ensure effective communication systems are in place to promote Students’ Association activity to students, staff and external partners.
5. To manage the Students’ Association budget ensuring transparency and accountability to the student body, college staff and external auditors.

**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 Student 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. Ensure that there is a variety of opportunities available for students to engage with extra-curricular activities such as events, clubs and societies.
5. To actively engage with students from all backgrounds to gather student opinion and effectively represent the views of the student body at the college.
6. To prepare and present reports to the Principal, Board of Management and other committees as required.
7. To work with other institutions on large campaigns and help to shape the direction of the National Union of Students.
8. To provide inspirational leadership for the Student Executive supporting individuals to achieve their manifesto objectives.
9. To ensure that there is an effective system in place for class representatives to meet and shape their learning and that student feedback is acted upon with outcomes reported back to students.
10. To develop and maintain a robust communication strategy with students through the use of social media and internal promotional systems.
11. To comply with relevant financial procedures ensuring effective budget management.
12. To provide regular financial updates to college partners and be able to show accounts to students, college staff and external auditors when necessary.

**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** |  |