**President**

**Salary** circa £20,000

**Duration** Fixed term – 1 June 2021 to May 31 2022

**Location**  Based in Riccarton Office, Edinburgh

*Newly elected Full Time Officers are required to be available during the training period for handover and induction at the beginning of June.*

**About Heriot Watt Student Union**

Heriot Watt Student Union is the body representing all students at Heriot Watt University. We work to make sure your University experience is more than your course, we offer a place for everyone to belong, and we actively listen and offer support when you need it.

**The Full Time Officer Team**

The President sits within the Full Time Officer team in the Student Union. The team includes the President, Vice President Education, Vice President Wellbeing and Vice President Community. Members of the team work closely with staff across the Union and with other student representatives to make sure the views and needs of our membership (students!) are represented. All Full Time Officers are automatically Trustees of the Union.

**Full Time Officer Role Description**

The role of President exists to represent the views and needs of our membership; defending their rights and developing the student experience. The President is a key link to the University for the Dubai and Malaysia Student Presidents. As well as being a Full-Time Officer, the President is a Trustee and Director, and is a member of University Court and Senate.

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| **President Specific Responsibilities** | |
| * Acts as principal contact and ambassador for the Union by successfully representing the interests of its members to the University and external bodies. | |
| * Lead on the Union’s representative work around enhancing the Postgraduate experience. | |
| * Supporting the Vice Presidents and Members of Parliament to ensure they have an understanding of all remits. | |
| * Supporting and chairing the Scottish Borders Campus Group and supporting Postgraduate Reps, coordinating their work and activities. | |
| * Support international campuses by collaborating with the Dubai and Malaysia Student Presidents, and representing their views on their behalf to the University. | |
| * Supporting the other Vice Presidents and Members of Parliament to ensure they have an understanding of all remits. | |
| * Act as the first point of contact for students with questions or concerns about non-academic matters, signposting students to the Student Union Advice Hub or Student Engagement team where required. | |
| * Responding quickly to any critical information or crisis which may impact on the student experience, leading on campaigns and delegating to the Vice Presidents and Members of Parliament where necessary. | |

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| **General Full Time Officer Responsibilities** |
| * Work alongside the University to ensure the Student Partnership Agreement is fully supported by both the Union and University. |
| * Work alongside the other Full Time Officers to achieve measurable change for students. |
| * Evaluate projects and communicate success to the wider student body. Contribute information to reports where necessary, e.g. for the Trustee Board and University Court. |
| * Actively engage with students at the Scottish Borders Campus and the Orkney campus. Spend at least one day every 4 weeks at the Scottish Borders campus. |
| * Proactively engage with our members, making sure the Union is accountable and informs our members on the work of the Union and issues affecting students. |
| * Uphold and advance the reputation of the organisation, attending and speaking at official Heriot Watt University events and ceremonies as appropriate e.g. welcome talks, induction, open days and graduations. |
| * Support and promote activities the organisation is carrying out which support the goals of the strategic plan, including but not limited to Freshers Week, elections outreach, face to face and social media engagement, surveys and Student Union led events. |

**Trustee Role Description**

As President, you are a member of Heriot Watt Students Union’s Trustee Board, overseeing the financial, legal and strategic activity of the organisation. Below you will find some of the main responsibilities.

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| **Trustee Responsibilities** |
| * You will play a significant role in governance of the organisation, helping to give the organisation strategic direction through actively participating in Board meetings and monitoring the implementation of decisions taken by the board. |
| * You will ensure that the organisation complies with its constitution, charity law, company law and other relevant legislation. |
| * You will play a key role in developing the organisation’s strategy, reviewing and agreeing any major changes to the organisation. |
| * You will monitor and assess the organisation’s work in relation to the agreed strategy and budget and to agree alternative action to remedy shortfalls if required. |
| * You will be involved in risk management, maintaining a robust overview of the principal risks facing the Student Union. |

**Key relationships**

* **Student Union:** Full-Time Officers, Senior Management Team, Chair of Trustee Board, Student Engagement Department, and Communications and Marketing Team.
* **Members:** PGR MP, PGT MP, student representatives, and students in general.
* **University:** Principal and Vice-Principal, University Secretary, Deputy Principal Education and Student Life, Deputy Principal Research and Innovation, Global Executive Director and the wider University Executive; Academic Registrar; and Head of Student Life; Senior University Management; Head of Communications; Chair of Court; Head of Development and Alumni; Heads of Schools; Members of University Court.
* **External Organisations:** Watt Club Council President; National Union of Students’ (NUS) Officers; public officials; your counterparts at other institutions.

**Key Meetings**

Union

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| * Trustee Board * Parliament * Full-Time Officer Huddle * SBC Group | * PGR Reps * PGT Reps * SBC Planning Group |

University

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| * University Court * University Senate * University Committee for Research Innovation * University Committee for Quality and Standards * Research Degrees Committee | * Honorary Degrees Committee * Governance & Nominations Committee * Global Student Liaison Committee * University Discipline Committee * University Studies Committee * Campus Management Committee * Presidents’ Monthly Meeting * Watt Club Council |

*This is not an exhaustive list*

**Job Specific Training**

* Extensive training and support will be provided to ensure that you are fully equipped for the role.
* Newly elected Officers are required to attend the changeover and induction period which takes place after semester finishes, and is followed by further training during the summer period.
* Newly elected Full-Time Officers should check with Student Union staff before making any summer holiday plans as a lot of training is scheduled over the summer period.
* Additional training and ongoing support are provided throughout the academic year.

**Key Election Dates**

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| **Event** | **Date** | **Time** |
| Nominations Open | 27th November 2020 | 09:00 |
| Nominations Close | 15th February 2021 | 17:00 |
| Candidate Briefing (Zoom) | 19th February 2021 | 14:00 |
| Candidate Preparation | 16th February – 5th March 2021 |  |
| Candidate Question Time | 8th March 2021 | 17:00 |
| Voting Opens | 8th March 2021 | 19:00 |
| Voting Closes | 11th March 2021 | 17:00 |
| Results Night | 12th March 2021 | TBC |
| Expenses Claims Deadline | 31 March 2021 | 23:59 |