**Vice President Education**

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

**Full Time Officer Role Description**

The role of Vice President Education exists to represent the views and needs of our membership; defending their rights and developing the student experience. The Vice President Education remit is to represent students on learning and teaching matters. As well as being a Full-Time Officer, the President is a Trustee and Director.

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| **Vice President Education Specific Responsibilities** |
| * Support and Chair Academic Congress; coordinating its work and connecting to University discussions. |
| * Support the Union School MP, School Officer and Class Representative activity in the UK to deliver academic representation across all levels of the University to enhance the student experience. |
| * Support global academic representation by collaborating with Dubai and Malaysia, ensuring consistency across campuses and representing global academic issues as appropriate. |
| * Coordinating a programme of activities that promote academic enhancement, working with University and external stakeholders. |
| * Actively participate in any University committees that are deemed appropriate within this remit. |

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| **General Full Time Officer Responsibilities** |
| * Work alongside the University to ensure the Partnership Agreement is fully supported by both the Union and University. |
| * Actively engage with the Scottish Borders Campus, spending at least one day every 4 weeks at the 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 graduation. |
| * 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 a Full Time Officer, 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, Academic Coordinator, Student Engagement Team, Commercial Services and Communications and Marketing Team.
* **Members:** School MPs, School Officers, Class Reps, student representatives, and students in general.
* **University:** Directors of Learning and Teaching, Director for Learning & Teaching Academy, Head of Academic Quality, Head of Secretariat, Regulations and Policy, Quality Enhancement Officers;
* **External Organisations:** National Union of Students’ (NUS) Officers; public officials; your counterparts at other institutions.

**Key Meetings**

Union

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| * Trustee Board * Academic Congress * School Officers Meeting | * Student Parliament * SBC Planning Group * Full-Time Officer Huddle |

University

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| * Senate * Senate Committee for Interim Business and Effectiveness | * Undergraduate Studies Committee * Global Student Liaison Committee * University Committee for Teaching and Learning |

*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 prior to making any summer vacation arrangements 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 |