



## President (Sport & Activities)

### Job Description and Person Specification

#### Summary

Aston Students' Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.

#### Job Summary

One of a team of four Presidents that lead Aston Students' Union.

To run for this officer role, you must be an Aston University student. You can do this role during your placement year or after graduating. You can request to take a year out to carry out this role at any stage of your studies.

The President (Sport & Activities) leads the Aston University Athletic Union which is managed by Aston Students' Union. The Athletic Union is the name for the collective group of all the recognised sport and physical activity clubs at Aston University.

The President (Sport & Activities) is the lead student representative for all Aston University students involved in sport or physical activity whether this is as part of an Athletic Union club or independently.

The President (Sport & Activities) is the lead student representative for all Aston University students involved in student led societies and student groups.

The President (Sport & Activities) will be a Director and Trustee of Aston as a company and charity.

#### Principle Purpose of Job:

The successful candidate will focus half of their time on the priorities of the student membership and the remaining time on the priorities of their employer, Aston Students' Union.

**Responsible to:**

- 1) As an elected leader to the members of Aston Students' Union primarily through the Students' Union Council and other democratic processes.
- 2) As an employee through your designated manager for your time in employment at Aston Students' Union.

**Work Location:** Aston University Campus: Aston Students' Union, B4 7BX

**Equality, Diversity, and Inclusivity**

Aston Students' Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.

**Main Duties and Responsibilities:**

- a) To be the student leader of the Aston Athletic Union clubs and the primary student lead for all students involved in sport or physical activity at Aston University.
- b) To be a trustee and director of the SU as a charitable organisation.
- c) To be the lead sabbatical officer on the Student Activities Executive Committee.
- d) To represent and speak for the clubs and societies within the SU, with Aston University teams such as Sport Aston and Student Services and to the University Executive.
- e) To lead campaigns to celebrate sport and physical activity and student participation in societies and to encourage students to become involved in sport, physical activity and student-led societies.
- f) To campaign for the promotion of sport and physical activity and engagement in societies to students, with particular attention to students from groups that may be underrepresented at Aston or nationally.

**General Responsibilities:**

- A. Any other duties reasonably required by the SU Council, Executive Committee or other Student Committees.
- B. Attend relevant meetings within the SU, with the University and other internal or external stakeholders.

C. Ensuring activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

**Standards:**

- A. The post holder will be expected to act both professionally and personally, display a positive image of Aston Students' Union.
- B. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
- C. To actively demonstrate commitment to equality, diversity and inclusion.
- D. The post holder will be expected to abide by the Union's various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

## Person Specification

### Essential:

- You must be an Aston University student, and the role can be carried out immediately following graduation.
- You must not have current disciplinary sanctions against you from Aston University or Aston Students' Union that prohibit you from carrying out the role.
- You must not have been legally barred from holding the role of company director or charity trustee.

### Applicant information

- Fixed term salary; **in the region of £26,000** (salaries are confirmed after annual pay awards in line with Aston University pay scales)
- Pension; 7.5% matched Employer Contribution (position holders can choose to opt in or out)
- Free NUS Totum Discount Card.
- If you would like to clarify any information or have an informal chat about the role, please email [union.voice@aston.ac.uk](mailto:union.voice@aston.ac.uk).

### Important Dates

For key dates relating to the election process including nomination deadlines, candidate training sessions, the voting period, and the announcement of results, please visit the Elections section of the Students' Union website for the most up-to-date information.

- **Term of Office:** 1 July – 30 June (the following year)
- All dates will be published on the Students' Union website.

### How to Apply

- Go to <https://www.astonsu.com/voice/elections/2024/>
- Click the "Take Part" button.
- Select the "Stand in Election" tab.
- Complete the required details and click "Save" to submit your nomination.

For any questions or assistance, please contact [voice@union.aston.ac.uk](mailto:voice@union.aston.ac.uk)