



President (Union Development)

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 (Union Development) leads the Student Union's approach to internal Union matters, such as Union structures and on general liaison with Aston University on matters not part of the portfolio of other Presidents.

The President (Union Development) is the primary student lead for liaison and engagement with local, regional, and national organisations on general matters related to the SU as organisation. The President (Union Development) will lead on key strategic community engagement for the Union.

The President (Union Development) 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 a primary representative to the University, strategic community partners, local, regional, and national Government on matters that impact the union as a whole organisation.
- B. To be a trustee and director of the SU as a charitable organisation.
- C. To Chair the President Executive Committee.
- D. To be the student officer lead for all general interest societies (as designated).
- E. To share matters being raised with them to the other Presidents where the matter falls within another President portfolio.
- F. To be responsible for the organisational transparency, of the President's Executive to the union membership.
- G. To be Deputy Chair of the Union Trustee Board
- H. To be the SU's nominated representative to represent the SU on University Council.

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 SU'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 voice@union.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)