**POST SPECIFICATION**

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| **POST:** | **Vice President – Diversity and Wellbeing****City of Glasgow College Students Association** |
| **SALARY:** |  Grade 2 |
| **HOURS OF DUTY:** | 14 Hours per week |
| **LOCATION:** | City and Riverside Campuses |
| **OPERATIONAL REPORTING:** | Students’ Association Coordinator |
| **RESPONSIBLE FOR:** | Supporting the Student President in promoting student opportunities with specific focus on diversity and wellbeing. |

**KEY RESPONSIBILITIES**

1. To support the Student President to ensure the Students’ Association operates in line with the Students’ Association Constitution, balance scorecard and operational plan.
2. Ensure effective communication systems are in place to promote Students’ Association activity to students, staff and external partners.
3. To ensure regulations are followed regarding Students’ Association finances.

**KEY ROLES**

1. Ensure that all Students’ Association activity is in accordance with the Constitution including regulations relating to finance and codes of conduct .
2. Regular updates and interaction with Student Engagement Manager and Students’ Association Coordinator 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. To contribute to reports on Students’ Association activity.
5. To actively engage with students from all backgrounds to gather student opinion and effectively share views of the student body at the college.
6. To work with other institutions on large campaigns and help to shape the direction of the National Union of Students.
7. To support the Student President to provide inspirational leadership to the Student Executive, Student Parliament and Class Reps.
8. To work with City of Glasgow College EDI sub group to develop Students’ Association liberation initiatives, contributing to the development of events, clubs and societies.
9. To ensure effective systems to promote the positive mental, emotional and physical wellbeing of City of Glasgow College students.
10. To assist and support the maintenance of a robust communication strategy through the use of social media and internal promotional systems.
11. To comply with relevant financial procedures ensuring effective budget management.

**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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| **FACTOR** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and Training   | Completed a qualification up to SCQF Level 5  |   |
| Occupational Experience  | Excellent IT and administration Skills through use of MS Office  | Experience of supporting events  |
|   | Enrolled as a City of Glasgow College student for academic year 24/25  | To have engaged with student representation system (i.e. experience being a Class Representative)  |
|   | Excellent communication skills both verbal and written   |   |
| Personal Qualities and Competencies   | Able to organise own work and meet deadlines  |   |
|   | Able to work as part of a team to achieve common goals   |   |
|   | A desire to improve the student experience at City of Glasgow College   |   |

**PERSON SPECIFICATION**

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| JOB TITLE  | FACULTY / SECTION  |
| VP Diversity & Wellbeing  | Student Experience Directorate  |