

|  |
| --- |
| **Job Title:** Students’ Union Manager  **Reporting to:** Executive Committee and Board of Trustees  **Base:** Across all campuses |
| **Hours:** 37 hours per week  **Contract type:** DCG SUSupport  **Holidays:** 20 days per year subject to service increases; plus 6 College closure days per year where applicable and 8 statutory days  **Salary:** £27,690 per annum |
| **Job Purpose**  To be responsible for the overall management and strategic development of the Students' Union. To ensure that the Students' Union's vision, goals and core values are achieved through effective management.  *Note: the term 'students' is all encompassing and relates to study programme students, adult learners, HE student and apprentices.* |
| **Key Responsibilities**  **Strategy**   * Responsible for the strategic planning and implementation process. Including the development of a dynamic strategic plan that reflects the future aims and priorities of the Students' Union and its effective communication to students and Derby College.   **Students**   * In collaboration with the DCG Student Voice Coordinator, develop and implement a robust student representative system which will enable the voice of students to be heard. This will include embedding a course representation scheme. * Work with the DCG Student Voice Coordinator and ensure that appropriate training and resources are provided for Student Representatives and promote the role of Student Representatives within the College. * Work with representatives and students to deliver campaigns and projects. * Ensure that institutional, local and national education policy developments are researched and encourage students to engage in debates. * Organise an annual Student Rep conference to celebrate and share developments over time.  Ensure student representatives receive appropriate inductions and are continually supported.  * Provide ongoing advice and support to Student Representatives on their roles and the development of their areas of activity.   **People**   * Act as the senior member of Students' Union staff, and as the primary point of support for the Students' Union Executive Committee. * Make recommendations to the Executive Committee and Trustee Board regarding any necessary change to staffing levels. * Ensure effective and continuous communication among SU officers, representatives and students. * Report to the Trustee Board any issues relating to staff. * Ensure Students' Union's practices in relation to employment of individuals comply with employment policies and procedures of DCG. * Work with the Company Secretary to ensure reports are prepared in accordance with meeting deadlines   **Finance**   * Be responsible for the effective management, security and insurance of the Students' Unions finances, assets and commercial services, ensuring that systems of control are created and maintained. * Ensure that appropriate financial reports and information are presented to Trustees to enable effective decision making and planning. * Advise the Executive Committee on the production of the Students' Union's annual budget and on the submission of the Students' Union's request for Block Grant funding to Derby College. * Investigate external funding opportunities that may provide commercial and other income streams and present activity reports on these.   **Communications**   * Maintain networks with other Students' Unions and ensure the Students' Unions active participation and engagement with external bodies as appropriate. * Maintain appropriate links with College staff and departments that provide, or could provide, services to the Students' Union. * Continually promote the benefits of the Students' Union to the College's community via a range of methods including web pages, social media posts, leaflets and posters.   **Event Planning and Execution**   * Organising a wide range of inclusive and accessible events and activities, such as social gatherings, cultural events, freshers fair and other activities linked to British Values, which are age appropriate. * Supporting with the promotion and supervision of extra-curricular activities to engage students during recreational times.   **General Duties**   * Manage the operations of the Students' Union in line with DCG's policies and procedures. * Regularly review the Students' Union Code of Practice and share with all students * Maintain and adhere to the Students' Union Constitution * Have overall responsibility for the Students' Union's activities and services, including the generation of student feedback and the effective promotion of the Students' Union to students, the College and external bodies. * Enforce health and safety procedures and rules throughout the premises, liaising with the appropriate College staff as and when necessary. * Comply with DCG's policies, procedures and processes for operations, including but not exhaustive: safeguarding of students, confidentiality and security of all documents and data (data protection), inclusive environments (equal opportunities). * Ensure risk assessments are undertaken for new activities and ensure risk assessment checks are carried out on on-going activities. * Attend conferences and training events as required. * To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job. |
| **PERSON SPECIFICATION** |
| **Competencies**  **Essential**   * Ability to problem solve effectively, and to work on own initiative * Highly effective presentational skills * Highly developed interpersonal skills * Excellent time management, organisation, and prioritisation skills * Highly developed written, verbal, and non-verbal communication skills * Ability to establish positive and supportive working relationships with young people and staff * Well-developed IT Skills, including the use of Microsoft Office, Word, Excel, and ability to manipulate and report on data |
| **Knowledge & Experience**  **Essential**   * Experience of working and communicating with young people (16-19) * Experience of working in education * Experience of financial budgeting |
| **Qualifications**  **Essential**   * Qualified to A Level standard, or equivalent * Minimum of 4 GCSE’s at Grade 4-9 (C or above) (or equivalent qualifications) including Maths and English * Youth work qualification, or recent relevant experience   **Desirable**   * First aid at work certificate (Renewable every 3yrs) or willingness to attain this required qualification |
| **Other**  **Essential**   * Demonstrate commitment to and an understanding of diversity and equality * A commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults * Ability to travel Between sites; access to own transport is essential for this role |