

JOB DESCRIPTION:

PRESIDENT (STUDENT VOICE)

TITLE:	President (Student Voice)
ROLE:	Chair of Board of Trustees/Directors Sabbatical Officer Trustee/Director Student Governor on University's Board of Governors
REPORTS TO:	The Student Body, via Executive Committee and Student Senate <i>Chief Executive Officer (CEO) for staffing matters only, including leave/absence and HR</i>
DIRECT REPORTS:	As Chair of the Board of Trustees/Directors, and jointly with the Deputy Chair of Board, the President (Student Voice) co-manages the Chief Executive Officer (CEO)
SALARY	£26,119 per annum
CONTRACT:	Fixed Term (Term of Office)
HOURS:	37.5hrs per week This may include occasional weekend and evening work
PLACE OF WORK:	Winchester Students' Union; and other locations as agreed

PURPOSE OF THE POST

The President (Student Voice) works alongside the President (Student Engagement) as the two senior elected representatives and democratic leaders of Winchester Students' Union. The President (Student Voice) is responsible for championing the academic interests, rights, and collective voice of students. The post holder leads student representation, governance, and advocacy, ensuring that student perspectives shape Union priorities and influence decision-making at the highest levels of the University and WinchSU.

As Chair of the Board of Trustees, the President (Student Voice) provides student leadership, oversight, and accountability of the Union's charitable, financial, and strategic direction as a Trustee/Director of the organisation. The post holder also acts as a Student Governor on the University's Board of Governors, representing the collective student voice within the University's most senior decision-making structures.

Both Presidents work together to champion student voice and engagement, campaign on issues affecting Winchester students, promote and celebrate student success, act as Trustees/Directors of the Union, attend University and Union meetings as representatives of the student body, and actively communicate with members to gather feedback and drive change.

DUTIES

A. Student Voice & Academic Representation

1. Lead and coordinate the Union's student academic representation system, including responsibility for Student Academic Representatives (StARs) alongside relevant staff.

2. Oversee the recruitment, training, and ongoing development of StARs, maintaining strong relationships with Programme Leaders and Administrators.
3. Review Student–Staff Liaison Committee (SSLC) minutes with relevant staff to identify recurring themes, develop campaigns, and promote positive change achieved through student representation.
4. Actively seek feedback from students including through events such as Speak Week, ensuring promotion of student voice opportunities and engagement whilst closing the feedback loop
5. Represent and advocate for students on academic, disciplinary, and policy matters, including acting as a panel member on University disciplinary proceedings where appropriate.
6. Action students' concerns, aspirations and problems in relation to the University's academic provision and regularly raise these issues with the University.
7. Be responsible for organising and monitoring student voice and representation on all University and Union meeting groups

B. Leadership & Governance

1. Act as Chair of the Union's Board of Trustees/Directors, ensuring effective governance, accountability, and strategic oversight alongside the Board.
2. Jointly line manage the Union's Chief Executive alongside the Deputy Chair, supporting performance, strategy delivery, and organisational sustainability.
3. Act as Deputy Chair of Student Senate, supporting effective democratic debate and policy development.
4. Ensure that the democratic and representational structures of the Union are fit for purpose and upheld.
5. Act as a budget holder and signatory for the Students' Union, monitoring the financial health of the organisation alongside the Board of Trustees and ensuring audited accounts are produced and presented appropriately to student members and the University Board of Governors.
6. Liaise with the University on the development, monitoring, and review of the Student Charter and academic regulations.
7. Be named within policy (Union and University) and act in accordance with such responsibility.
8. Deputise for the President (Student Engagement)'s portfolio in their absence.

C. External Representation

1. Act as the prime representative and official spokesperson of the Students' Union to the media and other external and sector bodies, including the National Union of Students (NUS) where relevant.
2. Serve as a Student Governor on the University's Board of Governors, ensuring student interests are represented in senior institutional decision-making.
3. Liaise with relevant University management, including the Executive Leadership Team; have a good working relationship with relevant University staff and ensure student opinion is listened to and considered at every level across areas of responsibility.

D. Campaigns

1. Lead Union-wide campaigns relevant to areas of responsibility that amplify student voice and respond to student priorities and concerns, driving positive change for students.
2. Support the President (Student Engagement) and the Part-Time Officers in delivering their portfolios, campaigns and manifesto points across the academic year.

3. Proactively campaign on local and national issues affecting Winchester students and higher education more broadly.

E. Communications

1. Work with relevant Union staff to ensure the Union effectively communicates with members, promoting opportunities and encouraging participation.
2. Co-run officer social media channels, promoting engaging, fun and informative comms to our student members.
3. Lead strategic student communications that promote transparency, engagement, and understanding of student voice activity and outcomes.

F. Celebrating Success

1. Be responsible for recognising student and WinchSU achievements and developments relevant to the role, and celebrating these to our membership, University, stakeholders and the wider community.
2. Champion and celebrate the contributions, achievements, and impact of student representatives and student-led change.

G. General

The President (Student Voice) is an employee of Winchester Student Union and works within all relevant terms and conditions of employment.

All Students' Union employees are expected to work within the ethos of the Students' Union and strive to achieve the following:

1. To work at all times within relevant legislation as well as the structures, policies and procedures of the Students' Union.
2. To work co-operatively with other Students' Union staff and elected officers, as well as other relevant stakeholders and external organisations.
3. To adhere to the highest professional standards, especially of customer service and safety.
4. To seek to continually develop and improve Students' Union facilities and services.
5. To keep up-to-date with sector developments, local competition and students' views/needs, where necessary undertaking market research to generate such information.
6. To undertake any training identified by you or the Chief Exec as required; prepare for and attend all meetings as requested.
7. To promote a positive and professional image of Winchester Students' Union to its members, customers, stakeholders and other external people.
8. To positively contribute to the organisation's ethical and environmental ethos.
9. Ensure that the views and opinions of students from underrepresented groups are reflected throughout the Students' Union's work.
10. To maintain a flexible approach to duties and hours of work.
11. To observe strict confidentiality and to work within the dictates of the Union's Data Protection and Privacy Policies.
12. To perform any other reasonable duties as requested.