



JOB DESCRIPTION

Role: Students' Union Vice President

Area: Education

Responsible to: Students' Union Sabbatical Officer

Term: 12 months

How: The successful candidate will be selected as part of an election process

Key Responsibility: The Education Vice President is the main representative for all students and apprentices at B&FC and is responsible for learning, teaching, assessment feedback, and the learner experience.

Principle Duties:

- Be responsible for developing the academic representation structure at B&FC, embedding it within the Students' Union's own democratic structures.
- Liaise with team members of the Students' Union Executive Committee (SUEC) to ensure the feedback loop is closed
- Liaise with Senior Tutors regarding any learning, teaching and assessment matters
- Support with the training of student reps
- Use student reps to collect feedback on issues that students encounter
- Encourage students to get involved with the SU
- Publicise who you are, how and when you will be available for contact (Set time in the SU office, Teams, Email etc)
- Work with the Sabbatical Officer to create agreed targets for the year
- Create relevant articles for the SU website
- Attend the Big Student Meetings (BSM) and be the spokesperson for all education matters

Skills and Attributes required:

- Good interpersonal and communication skills
- Team player, prepared to listen and understand
- Ability and confidence to express other students' and apprentices' opinions
- Ability to deliver the SU experience and actively engage with fellow students to understand the needs of the current students