

ROLE DESCRIPTION

EDUCATION OFFICER

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| Position | Officer Trustee |
| Start Date | 24 June 2024 |
| Hours of Work | Full time, working 35 hours per week |
| Contract | Fixed Term Contract 24 June 2024 – 11 July 2025 |
| Salary | £25,862 per annum (including at least 6-weeks' annual leave, plus bank holidays) |

WHAT DOES THE ROLE DO?

The Education Officer, with the other Full-Time Officers, leads the Guild and represents students studying at the University's Exeter campuses. You will shape the work of the Guild as well as work with senior leaders at the University to improve the student experience.

The Education Officer leads on all academic matters within the student experience. Some of the areas this role leads on includes learning and teaching, assessment and feedback, learning resources, postgraduate research and supervision, academic mitigation and support.

WHAT ARE THE KEY RESPONSIBILITIES?

The responsibilities and duties of the Education Officer includes:

- Act as the officer lead on ensuring that issues that impact students' academic experience (teaching, learning resources, etc) are championed, supported and represented at a University, local and national level.
- Organise and help to ensure that the Guild leads challenging campaigns on academic experience issues which aim to make change happen for students at the University, locally and nationally.
- To develop and support academic representation by championing student reps to be supported and empowered to drive change within the academic experience at a module through to university level.
- To work in partnership with the University on enhancing the student academic experience, maintaining relationships with key staff from the University e.g., Deputy Vice-Chancellor Education & Student Experience
- To work closely with the Guild's Academic Community & Representation team and Advice team to support students and shape policy on any matters that impact students' academic experience.
- Fulfil the role of a trustee, overseeing the Guild's governance, finance and strategy and other duties as a trustee, alongside the other members of the Trustee Board.

WHAT DOES IT MEAN TO BE A TRUSTEE?

The Students' Guild is a registered charity governed by a Trustee Board, which is made up of student trustees, external trustees who bring different expertise (legal, financial, etc) and the elected Full-Time Officers such as this role. The Trustees are ultimately responsible, individually and collectively, for all activity within the Guild. The Students' Guild Trustee Board is responsible for setting the vision of the organisation, ensuring it is financially sustainable and well run, and delivering the charitable outcomes set out in our [Articles of Association](#).

WHAT DOES AN AVERAGE WEEK LOOK LIKE?

Being a Full-Time Officer and working in the Students' Guild is a unique experience with no two weeks ever being truly the same, but as Education Officer an average week for you may include:

- Host a meeting with student reps to discuss emerging priorities and how to campaign for change.
- Attend a project workshop on assessment and feedback to represent student views to the university.
- Write a paper and present to a meeting of the University's Education Board on the biggest priorities for students in regard to their academic experience and what needs to be improved.
- Meet with senior university staff to lobby for changes to academic policies (i.e., mitigation)

WHAT SUPPORT AND TRAINING DO I GET?

This role is supported by a full programme of training, development, and professional coaching to help build all the skills and knowledge required, and to support longer-term career development. You'll receive support in a variety of ways in the role, including:

- A primary staff support within the Guild who you will meet on a regular basis to support you in your role to represent and deliver for students.
- Support from a network of staff from across the Guild who will support you day to day.
- Leadership coaching provided by an external organisation to support you in your role and help you prepare for the next steps in your career after being an officer.
- Two week handover period with the outgoing officer team, as well as a team residential and a comprehensive programme of training over the summer to induct you into the organisation and your role.
- Additional training opportunities (i.e., Mental Health First Aid training) and ability to attend sector events.

WHAT WILL YOU BRING TO THE ROLE?

- A passion for ensuring students are represented and empowering others to drive change.
- Ability to collaborate with others, working effectively as part of a team and able to communicate with a wide range of people.
- Ability to prioritise, problem-solve and take an adaptive, flexible approach to working.
- Should be proactive, personable, approachable and resilient.

WHAT WILL YOU GAIN FROM THE ROLE?

- Develop skills which are great for your CV, especially if interested in the charity or higher education sector, or politics.
- Learn new things including management of finances, people and strategy, as well as charity law and campaign delivery.
- Make a difference – you will give input to key decisions about the direction of the Guild and collaborate with students to make change.
- Meet new people and build networks.
- Have fun!

ELIGIBILITY INFORMATION

- You must be a registered as a student (undergraduate or postgraduate) of the University of Exeter in order to nominate yourself for this role.
- This is a full-time (35 hrs per week) employed role, therefore you must have the right to work full-time in the UK.
- This role is a trustee of the Guild, you must be eligible to be a charity trustee.
- The term of office for the academic year 2024/25 will begin 24 June 2024 and end 11 July 2025.

To find out more about this role, you can contact one of the current Full-Time Officers or email the Voice Team at voice@exeterguild.com.