

## ROLE DESCRIPTION

# GUILD PRESIDENT

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

### WHAT DOES THE ROLE DO?

The Guild President, 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 Guild President leads on the Guild's development and external relationships. The Guild President is also an Officer Trustee and the Chair of Trustee Board.

### WHAT ARE THE KEY RESPONSIBILITIES?

The responsibilities and duties of the Guild President includes:

- Oversee the representation of student views and interests to the University, as well as locally and nationally.
- Organise and help to ensure that the Guild leads challenging campaigns on student issues which aim to make change happen for students at the University, locally and nationally.
- To promote student engagement with democracy and changemaking, including to lead on the development and shaping of the Guild's democratic structures and functions.
- To lead on relationships with national organisations and networks such as the National Union of Students (NUS), including being the lead delegate to NUS National Conference and other events.
- To work closely with the Guild's Senior Leadership Team to ensure effective running of the organisation including all aspects of Guild and strategic development.
- Fulfil the role of a trustee and chair the Guild's Trustee Board, 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 Guild President an average week for you may include:

- Attend a student solidarity event to support and promote a student-led campaign.
- Meet the Vice Chancellor of the University of Exeter to discuss student priorities and lobby for change.
- Present an update at a meeting of the Guild's Student Advisory Board to ensure students know what the Guild is doing in response to topical issues or key priorities.
- Chair a meeting of the Guild's trustee board to ensure the effective running of the organisation.

## 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](mailto:voice@exeterguild.com).