**Student Association President Role 2019/20**

This role will enhance your ability to learn and develop new and existing skills. You will attend a number of training sessions in order for you to develop the skills required for this role. Your main aim is to represent the student body through a number of activities. You will have on-going support and training to ensure that you are able to fulfil your role effectively.

You will be expected to attend quarterly board meetings within the college which may take place in the evening (full training will be provided).

You will be working directly with your Student Association Team in order to enhance the College experience for all West Lothian College students, acting as a deputy and stepping up where appropriate**.**

**About the role:**

**Representation**

* Your role is to represent all West Lothian College Students
* You will work with, mentor and support the Vice President and any other Student Association Volunteers.
* You will ensure that there is Student Representation at all internal and external meetings.
* You will be part of the Student Association Executive Team, in order to make decisions based on feedback that has been collated from Students.
* You will promote a holistic learner experience (this means a well-rounded overall College experience)
* You will ensure that SPARKLE is completed so you can represent the views of current Students

**Centre Ambassadors**

* You will promote and recruit Students for the Centre Ambassadors roles, which will include leading a selection and interview process.
* You will lead training sessions where appropriate and/or work with the development officer to achieve this.
* You will ensure all Centre Ambassadors attend training and have ongoing support whilst participating in these roles.
* You will ensure that regular meetings and open surgeries are available for Students and Centre Ambassadors
* You will ensure feedback is recorded and logged in line with West Lothian Colleges Data Protection policy
* You will evaluate the effectiveness of learning and teaching practice through SPARKLE evaluation and Class Ambassador responses
* You will ensure Centre Ambassadors are supported in meeting with and collecting responses from SPARKLE
* You will be responsible for writing, editing and submitting SPARKLE reports.

**Meetings**

* You will lead and attend a variety of meetings on a weekly monthly and quarterly basis. These meetings will include working with your Student Team, Board members, Senior managers, managers, lecturers, support staff and students.

Meetings you may attend will include:

* + - Committee meetings
		- Board Meetings
		- Meetings with your Executive team
		- Meetings with Students
		- Meetings with other Student Association members
		- Meetings with NUS and SPARQS
		- Meetings with the Development Officer and Quality and Learner Services Manager
	+ At all of these meetings you will be expected to speak and represent the views of Student body.

**Reports**

* + You will be required to write reports on Student Association Activity which include monthly and annual reports. These reports will be communicated with The Board of Governors, Students and other committees
	+ You will be required to write SPARKLE reports
	+ You will be required to document Student activity which include evaluative activity, proposals and complaints

**Events Projects and Campaigns**

* You will manage and participate in a variety of projects and events that positively benefits the Student population. These include Fresher’s Fairs, Health and Wellbeing events and fairs, Healthy Body Healthy Mind activities and creation of an annual calendar of events
* You will collate data for a number of purposes to ensure activities are in the best interest of the Students
* You will promote and coordinate cross college activities and events where appropriate on the Student Association media channels

**Support for Students**

* You will support Students on a variety of aspects of College life and signpost them to relevant College and third-party services where appropriate. **It is not your responsibility to deal with any safeguarding or personal issues. Please ensure that you sign post to relevant staff**
* You will support Students with complaints and assist in trying to resolve them informally where appropriate.

**Health, Wellbeing and Equality**

* You will treat all students and other team members with respect and dignity regardless of age, gender, sexual orientation, ability, disability and ethnicity
* You will provide students with support mechanisms whilst at College which include internal support, signposting and awareness raising events.
* You will promise to take time to make sure that their own Health and Wellbeing needs are being met.

**Skills you will be expected to possess for this role:**

* Communication Skills
* Problem Solving Skills
* Computer literacy in Microsoft Office packages
* Report writing skills
* Social media experience eg Facebook posting
* Leadership skills
* Meeting Skills, attending and chairing meetings
* Professionalism – ensuring confidentiality, data protection and other essential policies are followed to ensure student safety and protection

Objectives will be agreed as part of the regular Student Association planning cycle.

You will be supported by and work with the Student Association Development Officer.

West Lothian College Student Association commits to support a culture and environment which promotes health and wellbeing for all

The purpose of this document is to indicate the general level of responsibilities of the post. The list is not exhaustive but serves as a guide.

The Student Association Sabbatical President will commit to 35 hours per week remunerated from 22 June 2020 until 21 June 2022, which will be paid monthly and administered by West Lothian College.

Full written commitment must be confirmed upon election of the position. Failure to comply with Student Association agreed terms may result in termination of position and remuneration as per the Student Association constitution. You will be required to attend three events over the summer and attend handover sessions in order to support you and your journey.

Please note: You will not be an employee of West Lothian College.