**Student Association Vice 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 to the Student President and stepping up where appropriate**.**

**About the role:**

**Representation**

* Represent all West Lothian College Students
* To work with and support the Student President and any other Student Association Volunteers.
* Assist the President in ensuring that there is sufficient Student Representation at all internal and external meetings.
* To act as a member in the Student Association Executive, in order to make decisions based on feedback that has been collated from Students.
* Promote a holistic learner experience (this means a well-rounded overall College experience)

**Centre Ambassadors**

* Assist with the selection and interview of Centre Ambassadors, ensuring they have necessary skills and abilities in order to perform the role.
* Assist with leading training sessions for the Centre Ambassadors. You will be supported with this.
* Ensure all Centre Ambassadors have attended training and have ongoing support whilst participating in the role.
* Ensure that regular meetings and open surgeries are available for Students and Centre Ambassadors
* Ensure feedback is recorded and logged in line with Data Protection policy
* Assist in evaluating the effectiveness of learning and teaching practice through SPARKLE evaluation and Class Ambassador meetings
* Ensure Centre Ambassadors are supported in collation of SPARKLE
* Assist the President in writing, editing and submitting SPARKLE reports.

**Meetings**

* To assist the President in leading and attend a number of meetings on a weekly monthly and quarterly basis. These meetings will include working with Board members, senior management, managers, lecturers, support staff and students.

Meetings you may attend will include:

* + - Committee meetings
		- Board Meetings
		- Meetings with Executive team
		- Meetings with Students
		- Meetings with other Student Association members
		- Meetings with NUS and SPARQS
	+ At all of these meetings you will be expected to assist the President, speak were necessary and represent the Student body.

**Reports**

* + You will be required to write reports with the Student President on Student Association Activity which include monthly and annual reports. These reports will be communicated with The Board of Governors, Students and other committees

**Events Projects and Campaigns**

* To assist the President in managing and participating 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
* Assist the President with the promotion and collation of data for a number of purposes including College and national surveys
* Assist the President in promoting and coordinating cross college activities and events where appropriate

**Support for Students**

* To support Students on a variety of aspects of College life and/or signpost them to relevant College and third party services where appropriate.
* Support Students with complaints and try and resolve informally where appropriate.

**Health, Wellbeing and Equality**

* To ensure that all students and other team members, are treated with respect and dignity regardless of age, gender, sexual orientation, ability, disability and ethnicity
* To provide students with support mechanisms whilst at College which include internal support, signposting and awareness raising events.
* The Student Association 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

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 of our students

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 21 June 2019 until 20 June 2020, which will be paid monthly 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 in a volunteer capacity and attend handover sessions in order to support you and your journey.

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