

Education Officer

Job Description

Job Title	Education Officer
Hours	37.5 hours a week with occasional evening and weekend work
Department	Student Communities
Remuneration	£21,753
Report to	Board of Trustees and Student Forums

Every year students decide who the next team of Guild Officers will be.

The Education Officer plays an important role in the Guild and University community representing and promoting the views and interests of students to create change on all relevant education issues.

They lead the Guild's work on education and teaching issues in the University, College, locally and nationally.

As the Education Officer you will:

- Promote the academic interests of students in University policy meetings
- Work to develop the Academic Representation system
- Be the main point of contact for Course Representatives, Department Representatives, College Representatives and students organising on academic issues
- Work with academic student societies
- Work with Guild staff to support the recruitment, training and work of student academic representatives
- Produce information and holding regular forums and other events to gather feedback and communicate the Guild's work to the wider student body
- Work closely with student groups to help them engage with Guild democracy and structures, supporting them to achieve their full potential
- Coordinate and implement relevant campaigns on issues of educational and teaching quality with the aim of improving the experience of students at the University and College
- Lead the Guild's campaigns on relevant education issues

- Work across the wider community, including with NUS, other students' unions, local government, charities and community groups to develop partnerships which result in improved services to students and to the community.
- Being an active member of the Executive committee, working with full-time and part-time officers to make sure students at UCB know that the Guild has got their back, will help them find their people, and ultimately shape their life

The Guild of Students is a registered charity, with its goals and aims agreed with the Charity Commission who regulate our work. In order to run effectively, the Guild has to appoint a Board to oversee its work and make sure it is following the right processes. As part of that commitment to students, we ensure there are places on the Board for students and officers to take part, supporting them to gain experience at this level and also making sure student voice is central in steering the work the Guild does.

All full-time Guild officers are trustees of the Guild. As a trustee you will be expected to

- Promote the purpose, vision, aims and objectives of the Union
- Act in accordance with the Trustees' Code of Conduct
- Abide by the laws of the United Kingdom and by the Guild's Constitution
- Attend about 4 Board meetings a year, as well as training and induction. You'd also have to attend sub-committees
- Prepare for Board Meetings by reading through papers and materials, which you will receive support to do
- Keep in regular contact via email with the other trustees