



Vice President
Wellbeing and community

ROLE DESCRIPTION

GSA ELECTIONS 2019



Graduate
Students'
Association
UNIVERSITY OF YORK

YORKGSA.ORG/ELECTIONS
#GSAELECTIONS

VP: WELLBEING + COMMUNITY

START DATE September 2019

MINIMUM COMMITMENT Full time - 37.5 hrs per week with some evening and weekend commitments.

REMUNERATION £18,500 per annum

WHO CAN STAND FOR THIS ROLE?

All postgraduate students studying at the University of York may stand.

WHAT DOES THE JOB ENTAIL?

The GSA Officers will work as part of a small, dedicated team to represent York's postgraduate students to the University and external stakeholders, ensuring the needs and views of Postgraduates are considered in relevant decisions.

You will be responsible for ensuring the wellbeing of postgraduate students is taken into consideration by the University when making decisions and ensure the University are aware of developing trends in the postgraduate community. You will be responsible for planning and running the GSA's wellbeing campaigns.

To ensure that our members get the most from their University of York experience, You will have responsibility for designing and developing a social activities program encompassing events, trips and sports and ensuring that the offering is a true reflection of the needs and wishes of the membership as well as monitoring and measuring the social program the GSA provides. You will also support the postgraduate networks and the network coordinators alongside GSA staff.

You will be expected to take a proactive approach to the role, including leading change through proposing new policy where needed.

You will also be a Trustee of the Association and have significant, and shared, budgetary responsibility.

PLACE OF WORK: The Graduate Students' Association, The University of York, Heslington, York, YO10 5NG. The post may require some minimal travel within the UK.

BENEFITS : 30 days per year (pro-rata) holiday

DURATION OF POST : 1 year post, with possibility of extension for a 2nd year on election

DUTIES

GENERAL DUTIES

- To represent the views, needs and interests of postgraduate students at university and GSA committees
- To provide high levels of representation for all postgraduate students
- Provide feedback from postgraduate students for key stakeholders in the university, the local and national community
- To proactively engage in raising awareness of postgraduate issues by talking to students
- To research, create, write and propose policy or strategy
- To work collaboratively with other officers to represent the interests of all postgraduates
- To attend relevant University meetings
- To support the running of postgraduate welcome week and other relevant induction activities
- To support, promote and attend events run by the GSA throughout the year
- To be an active member of the GSA Council and other relevant GSA structures
- To provide a high level of constituent care, including being non-judgmental and open-minded approach to representation and support and being considerate of the views of others at all times
- To act as a responsible Trustee and Director to the organisation
- To act as a signatory on the GSA bank account and manage relative budgets in agreement with the CEO and other GSA officers
- To provide timely updates and feedback to all stakeholders, including postgraduate students, fellow officers, GSA staff and University staff as required
- To support, where required, relevant GSA student networks
- To co-ordinate, alongside other officers, campaigns undertaken by the GSA
- To signpost stakeholders to relevant services and provisions
- To act at all times as an ambassador for the postgraduate student body and for the GSA
- To actively uphold the principles of the GSA's Code of Conduct for officers
- To take an active role in the GSA's campaigns, activities and research
- To actively engage in the compiling of GSA led reports
- To support with the running of GSA led campaigns and events
- To attend university and other stakeholder events as an ambassador of the GSA
- To ensure proper preparation is made to represent students at university committees
- To write detailed handover notes for the next elected officer

This list is not exhaustive

DUTIES

SPECIFIC DUTIES:

- To develop, run and evaluate a social program for the membership of the GSA, including events, trips and sports
- Responsible for supporting the development of student activities and representing students accordingly
- Coordinate and provide advice and support to the PG network volunteers
- To support the GSA Council with their activities (Volunteering, Communities, Sports, Events, Equality)
- To liaise with relevant staff to support and develop postgraduate Welcome Week, term time and out of term activities
- To liaise with the relevant staff member to promote and encourage participation in GSA sports and volunteering activities
- To engage the postgraduate community in a range of volunteer projects
- To liaise with the relevant staff member to promote and encourage all postgraduate students to actively engage with the local community on a range of projects
- Coordinate and administer the postgraduate community fund
- To support the organisation of GSA volunteer awards
- To raise awareness of issues faced by postgraduate students and promote ways to address these
- Responsible for overseeing welfare policy within the GSA and representing students accordingly.
- To ensure that wellbeing issues raised by students are fed back to the University and dealt with quickly and effectively
- To develop and maintain positive working relations with the city of York and local community
- To run relevant wellbeing campaigns around issues facing postgraduate students
- To work to ensure that students are aware of GSA welfare and advice services
- To work with the relevant GSA support Staff to keep the GSA informed of current welfare issues in Higher Education relevant to the GSA's membership
- To undertake educational and political campaigning on welfare issues
- To get involved in University wide wellbeing campaigns

This list is not exhaustive.

TRUSTEE DUTIES:

- To ensure the GSA complies with and fulfils its legal obligations
- To contribute to the development and implementation of the GSA's strategic plan
- To engage in collective decision-making regarding resources and finances of the GSA, ensuring financial stability
- To ensure that staff of the GSA are well-supported and supervised so that they may do their job efficiently and effectively
- To ensure that all decisions taken are in the interest of postgraduate students and will not harm the image or reputation of the GSA

This list is not exhaustive.