

Job Title: SOAS Students' Union CEO

Grade/Salary: Grade 9/Ac4 (£51,799 - £60,022 per annum) plus London Weighting (£3,616)

Hours: 37.5 hours per week (full time – 1.0 FTE)

Responsible to: Board of Trustees

Responsible for: Commercial Services Manager, Representation & Research Coordinator, Advice and Welfare Caseworker, SOAS Radio Manager, Activities and Events Coordinator, Governance and Communications Coordinator, Enough is Enough Programme Coordinator, Temporary Workers of the SU where appropriate.

Department Background

SOAS Students' Union is the student led representative body of students at SOAS, University of London. Made up of over 6000 members, with over 130 sports and societies, with a bar, shop and radio station, it is currently a registered unincorporated charity, in the process of becoming incorporated, with an annual turnover of over £1 million. Led by four elected Co-Presidents, and a newly constituted Board of Trustees, SOAS Students' Union is one of the most active Students' Unions in the country, has students from over 150 countries around the world and has been regularly rated as the most political students' union in the UK.

Job Summary

To ensure effective and appropriate management of SOAS Students' Union, working in conjunction with Student Officers/Trustees to ensure that the Union develops in a planned and sustainable manner in accordance with its core objectives and values. Ensuring that the financial, legal, operational and commercial health of the charity in conjunction with the Trustee Board.

Key Tasks

Operational Accountability, Delivery and Planning

- Act as Clerk to the Trustee Board, to ensure compliance with Charity Law, Students' Union Constitution and Policy, and to provide continuity for the Board, including regular review of key documents. Ensuring minutes are up to date and appropriate.
- Oversee the production and development of Strategic Plans and working with Officers and Trustees to create one-year Operational Plans that place the student at the centre.
- To create financial forecasts for the Union for short and long-term planning needs and to produce business plans where appropriate.
- Assisting Trustees to update the Risk Register, and implementing appropriate actions, to appropriate levels of risk within Charity Commission Guidance whilst prioritising SOAS SU values.
- Ensuring timely preparation and presentation of the annual budget to Trustees in liaison with the Sabbatical Officers. Presenting management accounts for Trustees.
- Co-ordinating the management of the SOAS SU's core functions in line with Union policy, goals and values.
- Ensuring that SOAS SU operates in a manner that is co-operative and cohesive, and to further ensure that all processes are transparent to the Officers, Trustees, members and the School.
- Ensure appropriate performance reviews for all Students' Union services.
- Ensuring a consistent front of house policy is in place to all callers to the Union, students or otherwise.
- Overseeing the management of all financial resources of SOAS SU, including investments and reserves.
- Championing an atmosphere of innovation in the Union to ensure it lives up to its reputation of being member-led and politically engaged.

Legal and Other Core Responsibilities

- Assume ultimate delegated responsibility from the Trustee Board for the following areas via appropriate policies and staff:
- The Annual Return to the Charity Commission, being the lead contact for all Charity Commission correspondence and ensuring the Students' Union Charity Details are up to-date
- To monitor compliance with the constitution and policies on behalf of trustees and to ensure compliance with relevant legislation
- Timely return of all Inland Revenue and HMRC returns as they pertain to Students' Union finances and ensuring compliant reporting to the Charity Commission through SORP accounting and an Annual Report.
- Ensure compliance with relevant legislation including the 1994 Education Act and 2006 Charities Act in addition to any relevant statutory requirements at all times.
- To be the named Data Controller for the Union, registered with the ICO and responsible for processing of all queries under the Data Protection Act and GDPR. Data aspects of online card processing (PCCI) To ensure that the SU is compliant with all laws and guidance for data processing.
- Ensure appropriate insurance cover for the Students' Union, in particular Liability and Employer Liability Insurance for all activities
- Champion sustainable resource use within the Union in-line with S.U. Environment

Competency and Evidence

Staff:

- Assume delegated responsibility from the Trustee Board for the day to day staffing affairs of the Union and line manage all permanent staff.
- To continuously evaluate, develop and manage human resources policy and practices in consultation the Students' Union Trustees in line with best practice.
- To maintain the positive working relationships that have been developed within the Union over its recent growth.
- To promote a training and learning culture amongst staff and officers, and to continue to maintain high level collaborative work.
- To run effective staff development reviews and other supportive measures to enhance the workplace and career development of staff.

Student Officers:

- Ensure that appropriate and effective induction, training and development activities for Trustees, Sabbatical and Student Officers are in place.
- Provide appropriate advice and support for Sabbatical Officers to help them further the aims of the Union.
- To create a supportive work culture that facilitates the development of well rounded, resilient sabbatical officers fit for the various difficult situations they will find themselves in.
- To thoroughly understand the role of Students Union Sabbatical Officers and how it interacts with the senior staff member, the quasi-managerial contradictions, potential conflicts of interests and the excitement and stress that constant change brings
- Supporting sabbatical officers with press enquiries, press releases and the advising on the impact of press and social media attention.
- Provide information, insight and analysis on all aspects of the Union to the Sabbatical Officers, empowering them to effectively evaluate current activities and take informed decisions.
- Ensure there are systems to facilitate effective communication between Trustees, Officers, staff and members.
- Assist the Union in their preparations for visits from accrediting bodies (e.g. QAA etc)

Liaison and Networking:

- Ensure effective liaison and meetings with key stakeholders in SOAS
- Attending relevant SOAS committees where named on behalf of the Students' Union and supporting officers with their roles in committees.
- Ensure there is continuity in the SU's relations with the NUS or its equivalent and similar representative bodies.
- To take an active part in national issues in Students' Union, to participate with NUS Senior Managers Network and use this to help further aims and objectives of SOAS Students' Union.
- To stay up to date with developments in global higher education, national and international politics, and how it pertains to the members and operation of the Union

Additional Duties:

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post. The job description may be varied from time to time at the discretion of the School, in consultation with the post holder.

PERSON SPECIFICATION

Job Title: Students' Union CEO

	ESSENTIAL	DESIRABLE
Experience and knowledge		
Demonstrable achievement leading in a complex multi-stakeholder environment.	X	
Knowledge of relevant legislation including the Charities Act and understanding of good governance practice.	X	
Understanding of the current issues facing the Higher Education and Students' Union sector	X	
Demonstrable experience of managing budgets and delivering financial performance to agreed targets.	X	
Competency in reading and analysing financial reports.	X	
Experience of monitoring and managing risk in a solution focused way and with an approach of empowering stakeholders.	X	
Knowledge of democratic organisation's structure and legal status of Students' Unions		X
Experience of working within membership organisations including Students' Unions		X
Understanding student activism, good campaigning and how this can affect the operation and organisation of a Students' Union		X
Knowledge of SOAS, its mission and demographic, and SOAS Students' Union and reputation within the Students' Union sector		X
Understanding of global political issues and how they can affect international students and society activities		X
Knowledge of Data Protection legislation		X
Knowledge of health and safety in relation to student activities		X
Skills and abilities		

Commitment to working in a student-led, democratic environment	X	
Highly confidential and discrete; high levels of integrity and commitment to the organisation's values and ethos.	X	
Active and demonstrable commitment to the principles of equality, diversity and inclusion.	X	
Highly self-motivated	X	
Inspirational and inclusive leadership and interpersonal skills	X	
Commitment to continuous professional development of self, staff, officers and volunteers	X	
Financially and commercially astute	X	
Demonstrable ability to be professional and credible with a variety of stakeholders	X	
Demonstrable analytical skills; ability to analyse and draw robust conclusions from multiple data sources	X	
Skills in persuading and influencing multiple stakeholders, managing expectations and delivering effective partnerships	X	
High levels of organisational skills including multi project management, planning and organisation – delivery on deadlines and attention to detail.	X	
Demonstrable high level political sensitivity, tact and diplomacy	X	
Good listening skills; ability to assimilate complex information including both verbal and non-verbal cues	X	
Ability to deal with constant change, working in an organisation whose leadership changes annually	X	
Demonstrable experience of developing a high performing team, recognising the importance of cooperation and collaboration	X	
Adaptability and ability to prioritise competing demands, with ability to remain calm under pressure. Shows flexibility in problem-solving and ability to find effective and pragmatic solutions	X	

Strong written skills including report preparation; commitment to principles of Plain English	X	
---	---	--

At SOAS we celebrate diversity and promote equality and inclusion amongst our staff and students. As such, we welcome applications from all, regardless of personal characteristics or background.