



## **Royal College of Art Students' Union General Election 2020**

### **JOB DESCRIPTION**

Candidate for:

**Co-President (White city)**

Your nomination form should be returned to the Head of Students Union, Toks Ferguson Thursday 12 March 2020 by 5pm. Please note that following this deadline; you must attend the candidates' meeting that will take place in the RCAfé, Kensington on Monday 16 March at 5pm.

The campaigning will commence, following the Easter Break, on Monday 20 of April 2020 at 5pm and will continue through to the end of the Ballot. The Ballot will commence on Monday 27 April 2020 at 5pm and close 72 hours later on Thursday 30 April 2020 at 5pm. The Ballot will be managed on-line and the results will be announced on Thursday 30 April at 8pm.

Your CV and covering letter should be delivered in person to 2nd Floor, Frayling Building, Royal College of Art, Jay Mews, Kensington Gore, London, SW7 2EU or sent via email to [toks.ferguson@rca.ac.uk](mailto:toks.ferguson@rca.ac.uk).

We look forward to receiving your application.

Yours sincerely,

**Toks Ferguson**

Deputy Returning Officer

Head of Union and Finance, RCA Students' Union

## **ROYAL COLLEGE OF ART STUDENTS' UNION JOB DESCRIPTION**

### **JOB DESCRIPTION**

Candidate for:

**Co-President (White city)**

Department:

**Students' Union**

Hours: **32**

**per week**

Salary:

**£21,000 (0.8 PTE)**



## **Background**

The Royal College of Art Students' Union is a students' union within the meaning of the Education Act 1994. The Union is devoted to the educational interests and welfare of its Members, Royal College of Art (College) students.

The Union is here to represent, enrich and entertain and to function as a hub of activity. The Union organises events that offer an opportunity for students to get to know each other and to argue, agree, debate, dance, imagine and relax with those from different programmes.

## **Purpose of the Post**

- To represent Students to the College and to internal and external audiences at all levels
- To provide leadership for the Union in policy-making, campaigning, representation and to be a public-facing spokesperson for the Union and all its activities.
- To uphold the democratic principles and obligations of the Union and ensure that these are implemented across activity of the Organisation.

## **Main Duties and Responsibilities**

The Co-Presidents are the senior representative of all students at the College.

The Co-President of White city mainly represents students from the White city campus at all levels across the college and beyond; including the Students' Union Assemblies to the College's various committee meetings, alongside the Co-President (Kensington), Co-President (Battersea). All three Co-Presidents set the strategic and political direction of the Union, and along with the Head of Union and Finance ensures its smooth running.

### **1. Committees**

1.1 Keep up to date with the developments around the College and liaise between students and staff.

1.2 Attend College committees and be the voice of the students regarding their concerns and report back to the Schools/programmes on the outcomes of such committees where it concerns them.

1.3 Read all documents regarding such meetings in advance of the meeting and discuss all relevant issues with the other Sabbatical Officers.

1.4 Give a report to Senate once a term and to the School Assemblies twice a term, regarding the activities of the Students' Union.

1.5 Prepare, hand in and present a report to the Academic Standards Committee based on the previous year's PGT and PGR Student Surveys.



1.6 Make any additional reports that arise dependent on the situation and prepare such papers as are from time to time needed.

1.7 Organise and report to meetings of the relevant School Assemblies, Students' Union Assembly and to the Annual General Meeting of the Union.

The task of representing the student body on the College's committees will be shared with the other Sabbatical Officers, but the most important meetings will be attended together.

## **2. Representation**

2.1 Manage student representations in Appeals and Complaints and requests for Concessions. This entails representing individual students in Academic Board for Concessions and in Discipline meetings. The Co-Presidents will assist in organising students' cases for appeal, complaint or concession.

2.2 Liaise between the student body and staff in major issues, ensuring they are up to date with the latest developments.

2.3 Lead initiatives for change and improvement.

2.4 Be the main point of contact with the National Union of Students (NUS) and attend relevant courses/ conferences organised by the NUS and other bodies.

## **3. Social**

3.1 Initiate, co-ordinate and budget creative projects. These shall be of a cross-course character, with the aim of creating new discourse, collaborations and shared learning.

3.2 Make sure that events are appropriate to the student body.

3.3 Ensure that events are organised appropriately.

3.4 Attend where possible the Work in Progress and ShowRCA exhibitions.

3.5 Work with colleagues on organising of the Welcome Week, Christmas Fete, Green week and the Graduation Ball.

3.6 Work with colleagues to ensure that at least an agreed number of societies are run fairly and with the appropriate funding.



#### **4. Development**

4.1 Lead the development of the Union, and must be responsive to change throughout the Union and the College whilst devising and implementing new initiatives and/or policy.

4.2 Be responsible for the strategic development of the Union and prepare a business plan to cover your year in office.

#### **5. Personnel**

5.1 Work in partnership with other Co-Presidents.

5.2 Shadow line-manage the Head of Union and Finance with other Co-Presidents.

5.3 Be part of the link between the Sabbatical officers and the Board of Trustees.

5.4 Meet on a weekly basis with the Union and Finance Manager.

#### **6. Communication**

6.1 Make the welcome speech to all first years at registration.

6.2 Make introduction speeches at department forums.

6.3 Make a speech at Convocation.

6.4 Ensure that RCASU communicates in an effective manner with its' membership, RCA staff and the wider world.

#### **7. Registration**

7.1 Be present and available to welcome students at registration.

7.2 Design or organise the design of the RCASUs' visual identity at registration events.

7.3 Attend all School/Programme Forums that take place in first three weeks of Autumn Term and provide information about the Union, officer representation and student representatives system.

#### **8. Elections**

8.1 Take the lead in organising the elections, ensuring that the process is administered correctly through appropriate delegation to the Head of Union and Finance.



## **9. Extent of duties**

9.1 This job description is not intended to be exhaustive and post holder will need to undertake a variety of tasks appropriate to the role.

### **Person Specification**

- Excellent leadership skills.
- A good team-worker, able to stimulate interest, and to get the best out of others.
- A skilled self-organiser, able to manage time and resources.
- A good communicator, comfortable communicating orally.
- An understanding of and sympathy with the aims of the Union, especially in representing students and in meeting and advancing the cultural, social, and recreational needs of the College community.

### **Additional Information**

- Salary working four days a week: £21,000 per annum, inclusive of London Allowance.
- Normal hours will total 32 per week over 4 days, including an hour a day for lunch.
- Access to RCA facilities including workshops and library.
- 16 days' annual leave plus extended breaks at Christmas and Easter.
- Automatic enrolment into the workplace pension scheme.