**NORTHERN SCHOOL OF CONTEMPORARY DANCE**

**JOB DESCRIPTION**

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**Post: Student Union President (1 Year fixed term post)**

**Reporting to:** Head of Academic Registry and Student Services

**Other Working Relationships:** Chief Executive Officer (CEO) & Principal,Vice Principal,Director of Finances and Resources, Head of Postgraduate Studies, Head of Undergraduate Studies, Admissions Manager, Student Services, Student representatives and Student societies

**MAIN PURPOSE OF POST:** The post-holder will be the figurehead of the newly formed NSCD Students’ Union. They will be a key representative to the School and to external organisations. As Student Union President, this role leads the elected student representatives and the Students' Union as a whole and acts as the key link to the School's Chief Executive, Executive Leadership Team and Senate, as well as the NUS and other key stakeholders.

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**RESPONSIBILITIES**

**Officer Responsibilities**

* Ensure your work is influenced by student needs and opinion.
* Represent and engage with students from all programmes within all faculties of the school campus.
* Work and support your Student Council, adopting the Nolan principles, to effectively execute duties required as President of the student body and contribute to successfully to the strategic sustainability of the organisation.
* Be ready and willing to accept actions from Senate and engage positively in the scrutiny process.
* Be part of the induction process of new students and plan a comprehensive programme of student activities which support the growth of the student societies through your term in office.
* Engage in debate with peers and the staff body holding each other to account and setting the Students’ Union’s priorities for the 12 months ahead.
* Be prepared to work outside your contracted hours including during evenings and weekends when necessary, occasionally travelling to attend events, meetings and training.
* Hold NSCD to account on decisions made which affect students, representing their views and lobbying for change while sitting on School committees and working groups.
* Work to create and deliver the Students’ Union’s strategic vision.
* Engage in sector-wide debate and activity.
* Run campaigns alongside your peers and colleagues, raising awareness of issues affecting students.
* Support and champion artistic practice and the brand of the school both within the Students’ Union and the wider sector.

**Role Specific Responsibilities**

* Lead the Students’ Union and the Student Representative Body and NSCD Societies.
* Chair the Student Council Meetings and co-ordinate the voting processes surround student representative bodies.
* Be the public face of the NSCD Students’ Union to local, national and international communities.
* Support the school in its voice and outward facing vision through the contribution of stories that positively represent the student voice and student body of work
* Regularly meet with the School’s CEO and Principal and Executive Leadership Team representing the views of students.
* Regularly meet with the Marketing and Communications Manager, other staff and alumni to support the development of an alumni network and area of the website
* Be responsible for the any related allocated budget of the Students’ Union.
* Support the management complaints through the school’s complaints procedures from students and other stakeholders.
* Be in attendance on complaints panels where appropriate.
* Be the key day-to-day contact for the CEO and Principal.
* Be a Trustee of NSCD, sitting on the Board as a full voting member.
* Act as the key link to the School, NUS UK and other key organisations and stakeholders.
* Act as the key link officer to CDD’s Student Advisory Group (SAG) to support NSCD in its notice period to leave CDD in 2023.
* To prepare hand over notes and provide an induction package for the new Student Union President when the term in office comes to an end.

**People Relationship Management**

* To ensure that all internal and external relationship expectations are exceeded whenever possible.
* To ensure that all systems are followed and to treat partner relations in a friendly and polite manner and do everything in their power to exceed partnership and peer expectations.
* To deal with partner organisation feedback, whether positive or negative, in a courteous, efficient and timely manner.
* To be a leader of equal opportunities, who values diversity and removes barriers to equality. An excellent role model who promotes high standards of probity, integrity and honesty and embodies the organisation’s values.

**Health and Safety**

* Working with the School’s Health and Safety Officer to ensure that the risk assessments for Student Union systems/work are kept up to date and are understood by peers, staff, contractors and other stakeholders, where appropriate.
* To ensure that the Union’s Health and Safety practices align to NSCD’s Health and Safety Policy and is adhered to at all times.
* To ensure that Health and Safety legislation is adhered to at all times. To assist in ensuring the health and safety of students, suppliers and visitors to Student Union work areas.
* To act as a first-aider, once qualified.

**General**

* To attend appropriate meetings as and when required by the Union.
* To contribute to the positive image of the Union with students, the School and the local community.
* Support all agreed Quality Assurance Systems within the School.
* To uphold and promote the values of the Students’ Union, and supporting the School in working towards its strategic vision.
* To undertake other tasks and responsibilities commensurate with the level and nature of the post as required by the Chief Executive and Executive Leadership team from time to time.
* Undertake staff development where considered necessary.
* Support the School’s Code of Practice in matters such as Health and Safety, Equal Opportunities, Data Protection and Safeguarding.

**Student Union President**

**PERSON SPECIFICATION**

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|  | **Essential criteria** | **Desirable criteria** |
| **Education/Qualifications** | Graduate of NSCD or other Conservatoire dance programme between 2017-2020. | Postgraduate qualification. |
| **Experience/Knowledge** | People and/or ideas management experience.Confidence and ability to network with individuals and organisations.Confidence to research and present agendas which relate to the student experience.To have experience of representing a group of people.Project management experience. | Continuing involvement with professional dance and ongoing links within the profession.Knowledge of Higher Education training developments, as well as current knowledge of developments in the dance industry and art form. |
| **Skills/Abilities** | Ability to establish strong working relationships with students and staff within the School, its societies and external organisations. Excellent communication, organisational, administrative and ICT skills.Ability to collaborate as part of a team.Ability to support the school, its students and staff to enhance the quality of its provision through the contribution and relationship of the student voice. Ability to work empathetically with young people at a formative stage of their professional development to listen to their needs and be able to offer objective and supportive feedback without prejudice. | Ability to contribute to strategic development across departmental boundaries. Ability to contribute strategically to the School’s mission, vision and values.Interest and ability to pursue research which measures impact and value of activities.Very good leadership skills potential.Excellent report writing skills. |
| **Personal Attributes** | Aspiration to aim for the highest standards, and to work flexibly and with dedication to assure they are achieved.Committed to representing the views and rights of the students at NSCD.Willingness and enthusiasm to work inclusively and strategically as part of a small and diverse management team.Able to identify the needs and concerns of students, taking action to resolve them. Dedicated to the representation of all students at NSCD.A commitment to the NSCD values of Students being at the heart of all it does, being Inclusive, personalised and exceptional.A commitment to ensuring that the NSCD Student Union runs in an inclusive, fair, and democratic manner.Affinity with the education and training ethos of NSCD.A willingness to undertake ongoing professional development. | Generosity to contribute to related areas and support colleagues.An interest in leadership.Confident communicating with a wide range of stakeholders, including students, the Executive Leadership Team and Governors. Willingness to work flexible hours, including evenings and weekends. |

**Terms and conditions**

Full terms and conditions of employment will be supplied to the successful candidate, but in brief these are:

**Place of employment:** NSCD, 98 Chapeltown Road, Leeds LS7 4BH

**Hours of work:** 22.2 hours per week. The hours of work will be such as are reasonable to fulfil the duties and the responsibilities of the role. It is expected that you will have a flexible approach to working patterns to meet the needs of the organisation and role (including evenings and weekends).

**Remuneration:** £9,620 - £10,180 per annum, pro rata, based on a full time salary of £16,033 - £16,968.

**Contract:** 1 year fixed term contract.

**Probationary period:** 4 months

**Leave entitlement:** 15 days, plus eight bank holidays (pro rata) and up to 3 discretionary days between Christmas and New Year

**Period of notice:** 2 months’ notice on either side

**Pension:** N/A

**Other benefits:** Staff training and development opportunities;

Free or reduced price tickets for many of CDD affiliate schools’ performances.