

## **POST DESCRIPTION AND PERSON SPECIFICATION**

**POST :** STUDENT ASSOCIATION LIAISON OFFICER

**SALARY:** Grade 5: £26,069 - £28,858

**HOURS OF DUTY:** 35 hours per week

**LOCATION:** City Campus

**REPORTING TO:** Student Engagement Manager

## **KEY RESPONSIBILITIES**

1. To co-ordinate the function of the Student Association and optimise its effectiveness and efficiency.
2. To manage, oversee and direct the operation, development and delivery of a student-centred Student Association, providing a broad range of opportunities for engagement, representation and influence.
3. To manage the overall responsibility of the Student Association budget and financial procedures, providing robust and auditable reports.
4. To develop, implement and administer all work in accordance with the SA Balanced Scorecard and Operational Plan.
5. To lead in the development and implementation of policies and procedures relating to the Student Association and adherence to the SA Constitution.
6. To design, promote and manage the college Presidential election system, the Class Representative electoral system and the Student Executive electoral system and their subsequent functions.
7. To develop, coach and mentor the Presidential Team in all aspects of their roles, identifying and organising appropriate training and on-going support
8. To monitor service delivery and ensure operational and strategic targets are achieved within budgetary management and control.

## KEY ROLES

1. To liaise, network and foster relationships between the internal college faculties, and support services; and between external organisations and businesses, and the Student Association.
2. To liaise with faculties across the college to implement the Class Rep system and feedback process, ensuring that Learning & Teaching issues and opportunities are communicated, discussed and acted upon.
3. To co-ordinate the usage and opportunities available through the SA resources and facilities, including use of social networking and other mediums and platforms.
4. To train, mentor and manage the SA Presidential team in the implementation of their manifesto and their responsibility to the students, college and wider role.
5. To train, mentor and manage the SA Presidential team in their understanding and knowledge of the SA Constitution and college systems and procedures.
6. To ensure sound and strong financial procedures are in place for the effective operation of the SA, presenting regular financial updates.
7. To produce accurate and timely reports and management information as required to the internal college committees, the Board of Management and external organisations.
8. To ensure service standards are met by establishing procedures for processing and tracking Class Reps, Faculty Reps, Student Representative Council, and college clubs and societies.
9. To ensure promotion and delivery of electoral systems, events and SA activities.
10. To develop and publish a 3 – 5 year Strategic Plan, with annual Balanced Scorecards and Operational Plans.
11. To highlight the work and operation of the SA with regular promotions, updates, newsletters and by compiling the SA Annual Report for The Board of Management.
12. To work in close partnership with other institutions to develop regional and national partnerships and to increase the capacity of the City of Glasgow College Students' Association.
13. To implement appropriate arrangements to safeguard the needs of vulnerable users within the SA areas and across the college.

JOB TITLE	FACULTY/ SECTION
Student Association Liaison Officer	STUDENT SERVICES

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
<b>Qualifications and Training</b>	HND/SVQ Level III Qualification and/or equivalent level qualification		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	Evidence of continuous professional development		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
<b>Occupational Experience</b>	Previous experience of working within a student engagement role.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
		Experience of working with NUS and SPARQS	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	Experience of working within an HE/FE or Community Development Environment		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	Proven track record of supporting others to identify goals and complete tasks		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	Experience of event management, organization and evaluation		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
		An awareness of the student engagement framework	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	A proven track record of supporting others, providing creative ideas and inspirational leadership with positive outcomes		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
<b>Personal qualities and competencies</b>	Excellent communication, liaison and networking skills.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>

	Excellent IT Skills with a working knowledge of MS Office, Word, Excel and databases.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	Excellent written and verbal communication skills, problem solving skills and an approachable personality		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>
	Ability to manage conflicting priorities and meet deadlines to the satisfaction of all parties.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Career Review</li> </ul>

<b>MANAGER SIGNATURE</b>	
<b>DATE COMPILED</b>	
<b>EXECUTIVE AUTHORISATION</b>	