

Full Time Officer Role Profile

Introduction

Being a Full Time Officer at the National Union of Students (NUS) is an exciting opportunity to be at the forefront of the student movement.

This document sets out in detail the Full Time Students positions that are available at the National Union of Students.

About NUS

The National Union of Students (NUS) is a voluntary membership organization; a confederation of nearly 600 students' unions. NUS is strong, and our strength comes from the collective and democratic representation of 7 million students. NUS champions students to shape the future of education and create a better world. **We promote, defend and extend student rights.**

About the Full Time Officer Positions

Political Leaders - NUS has 20 Full Time Officers who are responsible for the political leadership of the organization. The Full-Time officer roles are paid positions.

Accountable & Representative - The Full Time Officers are accountable to the membership of nearly 600 students' unions, and responsible for representing and being the voice of 7 million students.

Organisational Leadership - The Full Time Officers also form part of the wider NUS leadership network and contribute to the strategic direction of the organisation.

The Full Time Officer positions are challenging roles, however support is given throughout the time at NUS in order to support you to excel in your role. Further information on the specific responsibilities of each role is set out below.

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Key Information

Term of Office

From 1st July 2017 – 30th June 2018

Induction Period

A compulsory paid 2 week induction period will take place from Monday 18th June

Allowance

A full time allowance of £23,919 (Inner London Weighting allowance in addition to basic allowance if based in London)

Employment Agreement

You will be required to agree to and sign this document prior to taking office on 1st July 2017.

Fancy a chat?

We recognize that deciding to stand for election for an NUS Full Time Officer position is a big decision. We therefore encourage and welcome candidates to contact NUS to have a conversation before standing for election. If you would like to discuss any aspects of the role profile, please contact governanceteam@nus.org.uk.



National President

Role Purpose

The role of the National President is to be the chief representative of students in the United Kingdom. The National President leads NUS' priority campaigning work and will lead NUS' engagement with internal and external stakeholders.

What's involved?

As National President, the work that's involved will vary from day to day, reflecting the wide scope of the role. As National President, the role is to be the principal representative of the National Union of Students and students in the UK. They lead on NUS' Priority Campaign which will involve engaging with internal stakeholders such as students' unions but also external stakeholders such as government ministers and sector organisations.

As well as the face of students in the UK, they also be part of NUS' Leadership Network and responsible for helping to shape organisational strategy. As the Chair of the NUS UK Board and the NEC they work in partnership with the Chief Executive, Deputy Chief Executives and Directors, helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff and to review and appraise the performance of the Chief Executive.

Specific Responsibilities

- Lead NUS' Priority Campaigning work, engaging with both internal and external stakeholders.
- Provide accountability reports to the National Executive Council, National Conference and Zone Conferences.
- Chair of the National Executive Council
- Chair of the NUS UK Trustee Board
- Meeting regularly with government and opposition ministers.
- Member of the NUS Services Board and Nominations committee
- Member of an number of external boards (e.g. HEFCE, Times Higher Education Editorial Board, Endsleigh Insurance)
- The National President will also sit on a number of commissions and give evidence to a variety of All-Party Parliamentary Groups.


What we expect from you


Given the level of responsibility of the Full Time Officer role, it's important that candidates are:

- A positive advocate for NUS and the student movement, whilst constructively challenging NUS to be a more effective organisation
- A strong leader, committed to demonstrating and role-modelling the values of NUS
- A credible, knowledgeable, and trustworthy voice on current trends and themes affecting students
- Dedicated to developing and maintaining strong working relationships with fellow NUS Full Time Officers, NUS staff, and external stakeholders
- Proactive in engaging and interacting with the membership
- NUS expects Full Time Officers to read and agree to the code of conduct, employment agreement, and relevant policies
- Please note that regular travel and out of hours work is also required in this role, however support from NUS is available
- Please also be aware that the successful candidate will be required to undergo a DBS check (criminal records check). If you would like to discuss this further, please contact governanceteam@nus.org.uk
- This position is usually based in the London office. If you would like to discuss flexible arrangements or alternative locations please speak to us in advance of submitting your nomination.

What can you expect from us?

NUS provides an excellent package of support for Full Time Officers, including:

- 27 days of annual leave
 - A supportive environment to develop knowledge and skills, as well as professional development opportunities
 - A buddy in the Senior Leadership Network to support you through your time with NUS
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- Flexible working conditions to support you in your role

What next?

All the full-time officer positions within NUS are elected; the President is a position elected at National Conference which will take place in Brighton from 25th – 27th April 2017. If you'd like to run for election, nomination forms can be found on the National Conference Hub (conference.nusconnect.org.uk/elections). Nominations close at 12noon on 1st March.

Current Post-holder

Malia Bouattia is the currently National President. She can be contacted on malia.bouattia@nus.org.uk.

Vice President (Further Education)

What's involved?

The role of the Vice-President Further Education is to be the representative of Further Education students in the UK and the principal voice on issues facing FE students. They lead the work of the Further Education zone as mandated by National Conference and chair Further Education zone committee, working with volunteers elected at Zone Conference. This will involve leading Further Education campaigns, as well as working with internal and external stakeholders such as sector bodies and students' unions. They will work with the Vice-President Union Development to help develop and support students' unions within Further Education institutions.

Specific Responsibilities

- Lead campaigning work for the Further Education zone, engaging with both internal and external stakeholders.
- Provide accountability reports to the National Executive Council, National Conference and Zone Conferences.
- Attend meetings of the National Executive Council
- Chair meetings of the Further Education Zone Committee
- Attend a number of external boards (such as the UCAS Board)
- Regularly visit students' unions and maintain a strong relationship with member unions


What we expect from you

Given the level of responsibility of the Full Time Officer role, it's important that candidates are:

- A positive advocate for NUS and the student movement, whilst constructively challenging NUS to be a more effective organisation
- A strong leader, committed to demonstrating and role-modelling the values of NUS
- A credible, knowledgeable, and trustworthy voice on current trends and themes effecting students
- Dedicated to developing and maintaining strong working relationships with fellow NUS Full Time Officers, NUS staff, and external stakeholders
- Proactive in engaging and interacting with the membership
- NUS expects Full Time Officers to read and agree to the code of conduct, employment agreement, and relevant policies
- Please note that regular travel and out of hours work is also required in this role, however support from NUS is available
- Please also be aware that the successful candidate will be required to undergo a DBS check (criminal records check). If you would like to discuss this further, please contact governanceteam@nus.org.uk
- This position is usually based in the London office. If you would like to discuss flexible arrangements or alternative locations please speak to us in advance of submitting your nomination.

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 - Flexible working conditions to support you in your role
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What next?

All the full-time officer positions within NUS are elected; the Vice-President Further Education is a position elected at National Conference which will take place in Brighton from 25th – 27th April 2017. If you'd like to run for election, nomination forms can be found on the National Conference Hub (conference.nusconnect.org.uk/elections). Nominations close at 12noon on 1st March.

Candidates for the Vice President (Further Education) position may only be nominated by individual members of NUS if they are a student or sabbatical officer at a further education constituent member, or a student studying a further education course at a higher education constituent member.

Current Post-holder

Shakira Martin is the currently National President. She can be contacted on Shakira.martin@nus.org.uk.

Vice President (Higher Education)

What's involved?

The role of the Vice-President Higher Education is to be the representative of Higher Education students in the United Kingdom and the principal voice on issues facing HE students. They lead the work of the Higher Education zone as mandated by National Conference and chair Higher Education zone committee, working with volunteers elected at Zone Conference. This will involve leading Higher Education campaigns, as well as working with internal and external stakeholders such as sector bodies and students' unions.

Specific Responsibilities

- Lead campaigning work for the Higher Education zone, engaging with both internal and external stakeholders.
- Provide accountability reports to the National Executive Council, National Conference and Zone Conferences.
- Attend meetings of the National Executive Council
- Chair meetings of the Higher Education Zone Committee.
- Attend a number of external boards (such as the Higher Education Academy and the Quality Assurance Agency)
- Regularly visit students' unions and maintain a strong relationship with member unions.


What we expect from you


Given the level of responsibility of the Full Time Officer role, it's important that candidates are:

- A positive advocate for NUS and the student movement, whilst constructively challenging NUS to be a more effective organisation
- A strong leader, committed to demonstrating and role-modelling the values of NUS
- A credible, knowledgeable, and trustworthy voice on current trends and themes affecting students
- Dedicated to developing and maintaining strong working relationships with fellow NUS Full Time Officers, NUS staff, and external stakeholders
- Proactive in engaging and interacting with the membership
- NUS expects Full Time Officers to read and agree to the code of conduct, employment agreement, and relevant policies
- Please note that regular travel and out of hours work is also required in this role, however support from NUS is available
- Please also be aware that the successful candidate will be required to undergo a DBS check (criminal records check). If you would like to discuss this further, please contact governanceteam@nus.org.uk
- This position is usually based in the London office. If you would like to discuss flexible arrangements or alternative locations please speak to us in advance of submitting your nomination.

What can you expect from us?

NUS provides an excellent package of support for Full Time Officers, including:

- 27 days of annual leave
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- A supportive environment to develop knowledge and skills, as well as professional development opportunities
 - A buddy in the Senior Leadership Network to support you through your time with NUS
 - Flexible working conditions to support you in your role

What next?

All the full-time officer positions within NUS are elected; the Vice-President Higher Education is a position elected at National Conference which will take place in Brighton from 25th – 27th April 2017. If you'd like to run for election, nomination forms can be found on the National Conference Hub (conference.nusconnect.org.uk/elections). Nominations close at 12noon on 1st March.

Candidates for the Vice President (Higher Education) position may only be nominated by individual members of NUS if they are in particular a student or sabbatical officer at a higher education constituent member, or a student studying a higher education course at a further education constituent member.

Current Post-holder

Sorana Vieru is currently the Vice-President Higher Education. She can be contacted on Sorana.vieru@nus.org.uk.

Vice President (Society and Citizenship)

What's involved?


The role of the Vice-President Society and Citizenship is to be the voice of students in the United Kingdom on issues relating to society and students' place in the world. This is a broad remit but in the past, has included areas such as students at work, sustainability and citizenship education. They lead the work of the Society and Citizenship zone as mandated by National Conference and chair Society and Citizenship zone committee, working with volunteers elected at Zone Conference. This will involve leading Society and Citizenship campaigns, as well as working with internal and external stakeholders such as sector bodies and students' unions. They will also be part of the Sustainability Direction and Oversight Board which supports and drives areas of work within the Sustainability strategy.

Specific Responsibilities

- Lead campaigning work for the Society and Citizenship zone, engaging with both internal and external stakeholders.
- Provide accountability reports to the National Executive Council, National Conference and Zone Conferences.
- Attend meetings of the National Executive Council
- Chair meetings of the Society and Citizenship Zone Committee.
- Regularly visit students' unions and maintain a strong relationship with member unions.

What we expect from you

Given the level of responsibility of the Full Time Officer role, it's important that candidates are:

- A positive advocate for NUS and the student movement, whilst constructively challenging NUS to be a more effective organisation
 - A strong leader, committed to demonstrating and role-modelling the values of NUS
 - A credible, knowledgeable, and trustworthy voice on current trends and themes effecting students
 - Dedicated to developing and maintaining strong working relationships with fellow NUS Full Time Officers, NUS staff, and external stakeholders
 - Proactive in engaging and interacting with the membership
 - NUS expects Full Time Officers to read and agree to the code of conduct, employment agreement, and relevant policies
 - Please note that regular travel and out of hours work is also required in this role, however support from NUS is available
 - Please also be aware that the successful candidate will be required to undergo a DBS check (criminal records check). If you would like to discuss this further, please contact governanceteam@nus.org.uk
 - This position is usually based in the London office. If you would like to discuss flexible arrangements or alternative locations please speak to us in advance of submitting your nomination.
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- 27 days of annual leave
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- Flexible working conditions to support you in your role

What next?

All the full-time officer positions within NUS are elected; the Vice-President Society and Citizenship is a position elected at National Conference which will take place in Brighton from 25th – 27th April 2017. If you'd like to run for election, nomination forms can be found on the National Conference Hub (conference.nusconnect.org.uk/elections). Nominations close at 12noon on 1st March.

Current Post-holder

Robbie Young is currently the Vice-President Society and Citizenship. He can be contacted on rob.young@nus.org.uk.

Vice President (Union Development)

What's involved?


The role of the Vice-President Union Development is to lead NUS' work around students' unions, ensuring that they are strong and developed voices for students. They lead the work of the Union Development zone as mandated by National Conference and chair Union Development zone committee, working with volunteers elected at Zone Conference. This will involve leading campaigns around union development issues, as well as working with internal and external stakeholders such as sector bodies and students' unions. The role of Vice-President Union Development is broad but in the past has involved work around developing student opportunities, the establishment of the National Society of Apprentices and supporting good governance in students' unions. As part of the Vice-President Union Development role they are required to lead the work within the Supporting Students' Unions and Enterprise strategies. As part of this role the VP Union Development is on the NUS SU Charitable Services Board, which monitors the Supporting Students' Unions strategy, as detailed within the articles. The VP Union Development is also appointed to Chair the NUS Services Board and NUS Media Board which monitor the Enterprise strategy.


Specific Responsibilities

- Lead campaigning work for the Union Development zone, engaging with both internal and external stakeholders.
- Provide accountability reports to the National Executive Council, National Conference and Zone Conferences.
- Chair meetings of the NUS Charitable Services Board.
- Attend meetings of the National Executive Council.
- Chair meetings of the Union Development Zone Committee.
- Regularly visit students' unions and maintain a strong relationship with member unions

What we expect from you

Given the level of responsibility of the Full Time Officer role, it's important that candidates are:

- A positive advocate for NUS and the student movement, whilst constructively challenging NUS to be a more effective organisation
 - A strong leader, committed to demonstrating and role-modelling the values of NUS
 - A credible, knowledgeable, and trustworthy voice on current trends and themes effecting students
 - Dedicated to developing and maintaining strong working relationships with fellow NUS Full Time Officers, NUS staff, and external stakeholders
 - Proactive in engaging and interacting with the membership
 - NUS expects Full Time Officers to read and agree to the code of conduct, employment agreement, and relevant policies
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 - Please also be aware that the successful candidate will be required to undergo a DBS check (criminal records check). If you would like to discuss this further, please contact governanceteam@nus.org.uk
 - This position is usually based in the London office. If you would like to discuss flexible arrangements or alternative locations please speak to us in advance of submitting your nomination.

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What next?

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Current Post-holder

Richard Brooks is currently the Vice-President Union Development. He can be contacted on Richard.brooks@nus.org.uk.

Vice President (Welfare)

What's involved?


The role of the Vice-President Welfare is to be the principal voice of student welfare issues in the UK. In the past, this has included areas of work such as student housing, student healthcare issues and faith and belief work on campuses. They lead the work of the Welfare zone as mandated by National Conference and chair Welfare zone committee, working with volunteers elected at Zone Conference. This will involve leading Welfare campaigns, as well as working with internal and external stakeholders such as sector bodies and students' unions.


Specific Responsibilities

- Lead campaigning work for the Welfare zone, engaging with both internal and external stakeholders.
- Provide accountability reports to the National Executive Council, National Conference and Zone Conferences.
- Attend meetings of the National Executive Council
- Chair meetings of the Welfare Zone Committee.
- Attend a number of external boards (such as the Student Loans Company stakeholder group)
- Regularly visit students' unions and maintain a strong relationship with member unions.

What we expect from you

Given the level of responsibility of the Full Time Officer role, it's important that candidates are:

- A positive advocate for NUS and the student movement, whilst constructively challenging NUS to be a more effective organisation
 - A strong leader, committed to demonstrating and role-modelling the values of NUS
 - A credible, knowledgeable, and trustworthy voice on current trends and themes effecting students
 - Dedicated to developing and maintaining strong working relationships with fellow NUS Full Time Officers, NUS staff, and external stakeholders
 - Proactive in engaging and interacting with the membership
 - NUS expects Full Time Officers to read and agree to the code of conduct, employment agreement, and relevant policies
 - Please note that regular travel and out of hours work is also required in this role, however support from NUS is available
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- Please also be aware that the successful candidate will be required to undergo a DBS check (criminal records check). If you would like to discuss this further, please contact governanceteam@nus.org.uk
 - This position is usually based in the London office. If you would like to discuss flexible arrangements or alternative locations please speak to us in advance of submitting your nomination.

What can you expect from us?

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- 27 days of annual leave
- A supportive environment to develop knowledge and skills, as well as professional development opportunities
- A buddy in the Senior Leadership Network to support you through your time with NUS
- Flexible working conditions to support you in your role

What next?

All the full-time officer positions within NUS are elected; the Vice-President Welfare is a position elected at National Conference which will take place in Brighton from 25th – 27th April 2017. If you'd like to run for election, nomination forms can be found on the National Conference Hub (conference.nusconnect.org.uk/elections). Nominations close at 12noon on 1st March.

Current Post-holder

Shelly Asquith is currently the Vice-President Union Development. He can be contacted on shelly.asquith@nus.org.uk.





Full Time Officer Election Details

These rules are the property of the Chief Returning Officer and their designates and they alone will be the interpreter of them.

Eligibility and personal details

You will need to provide us with your name, address, phone number and email address. You will also need to confirm with us which union you are a member of and provide us with proof that you are a student or student officer.

You will need one of the following:

- A letter from an institution confirming your student status or officer status
- A letter from a students' union confirming your student status or officer status
- A scan/clear photo of a valid student card/Union staff ID card, which clearly shows the name of institution and expiry date, and which has not yet expired
- A letter confirming that you are a Full Time Officer of NUS

Your nominations

You will need at least 10 people from 10 different Constituent Members to agree to nominate you to the position you wish to stand in election for. You may not nominate yourself. We recommend you gather more than 10 nominations in case of errors.

For each person you will need their full name, their Constituent Member and proof of their student status in one of the following ways:

- A letter from an institution confirming their student status or officer status
- A letter from a students' union confirming their student status or officer status
- A letter confirming that the nominator is a member of an NUS Committee
- A scan/clear photo of a valid student card/Union staff ID card, which clearly shows the name of institution and expiry date, and which has not yet expired

Your nominator may not nominate more people than there are positions available in that election. That means each nominator may only nominate 1 person for each Full Time Officer Role.


By providing proof of their student status and consenting for you to use it on the nomination form they are declaring their nomination for you. Their name and constituent member will be published online once your nomination has been accepted. It is your responsibility to make sure the information is accurate. Providing false nominations or evidence will be investigated by the Chief Returning Officer and could potentially result in disqualification from the election. If for any reason your nominator's evidence is not valid, you will be contacted over email and have 24 hours to provide another nomination.

If you are unsure about your proof of status please contact governanceteam@nus.org.uk before the close of nominations.

Manifesto

Submit a manifesto to support your nomination. A manifesto is a statement about why you are standing for the position. We will be publishing all manifestos and promoting them to all constituent members of NUS.

To ensure your manifesto is included in the published booklet you need to submit it in two formats:

1. The manifesto must be received as a PDF document of **no more** than **2 A4** pages
 2. You must also submit a plain text copy in a word document for accessibility purposes
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Photo

Submit a 'head and shoulders' photo of yourself with a clear background. There must not be anyone else included in the photo and the image must be of a high quality for us to edit to the right size to upload onto our website.

Biography

Submit a short statement introducing yourself of **no more than 100 words**. We will be putting up this up online on the Conference HUB along with your headshot and a link to your manifesto. You may submit links to any website or social media page (e.g. facebook, twitter) where you are promoting your election. NUS and the Returning Officer cannot accept responsibility for the content of any external websites advertised by individual candidates within their manifesto or supporting statements.

Objections to the eligibility of candidates

Any member of NUS may object to the eligibility of candidates or their nominators. For the full time position they may do this by contacting the chief returning officer in writing via governanceteam@nus.org.uk no later than 7th April 2017 at 12noon.

Question Time

At National Conference, you will be invited to a hustings. The Chief Returning Officer shall also make arrangements with the Democratic Procedures Committee to allow for candidates' speeches for full time positions. The time allocated for each candidates will be communicated closer to National Conference once the agenda is set.

The Ballot

For each election, the Chief Returning Officer will announce the method of voting. Ballots will display the chosen name of each candidate and the position they are standing for. Voting will be conducted by secret ballot and there will be clear ballot boxes and times to cast your vote.

All delegates will be able to vote for all positions save that the vice-president (Higher Education) shall be reserved solely to Higher Education delegates and the vice-president (Further Education) shall be reserved solely to Further Education delegates.

The Count

The Chief Returning Officer will arrange for the count for full time positions to take place at National Conference.

Campaigning Rules

Expenditure

Candidates in all elections have a maximum amount they can spend on their campaigns notified once the nomination has been confirmed, for all campaign publicity materials that can be worn, given or handed to delegates. Campaign materials are anything that promote your candidature or discourages others from voting for your opponents.

The maximum amount that can be spent by full time officer candidates is £400.


Candidates may be asked to produce receipts of their expenditure and may be asked to ensure that any good/services received are available to all candidates and not only a result of special relationships with suppliers. If you are unsure whether your expenditure counts within these boundaries you should check with the Chief Returning officer via governanceteam@nus.org.uk before spending any money. You cannot plead ignorance on this issue following the event.

Emails and Facebook

The use of any official NUS, AMSU, NUSSL or NUS Area email list to advertise one candidate over another is strictly prohibited. This includes any official email networks or social networking groups and events both formal and informal that students use for another purpose, for example to discuss a type of student activity, community or political grouping. Individual emails and the general use of social networking sites and message boards is considered word of mouth communication, and beyond the need to be respectful of their opponents, candidates are free to use these as they see fit.

Leaflets





Leaflets may be distributed to delegates at any point over the conference, but not on conference floor. Leaflet distributors may be asked to disperse from an area by the Chief Returning officer or asked to desist entirely if their actions cause the event to become inaccessible.

Code of Conduct

In considering the rules candidates should be aware that they are responsible for the conduct of themselves, their campaign and supporters. Candidates for elections are governed by the NUS Code of Conduct (www.nusconnect.org.uk/shape-our-work/get-involved/attend-conferences/nus-code-of-conduct). A breach of this code by a candidate or their supporters may lead to disqualification, as may any breach of these campaigning rules.

The code of conduct sets out the protocol to be followed given any breach of discipline. A breach of discipline can include (but is not limited to, threatening or harassing any other person, assaulting any other person, damaging any property, acting in contravention of the NUS Equal Opportunities Policies; acting without due regard for the safety of others, acting with dishonesty or with intent to defraud and infringement of equal opportunities, safe space, safeguarding, no platform or staff.

The Chief Returning Officer has the right, at any point, to suspend a candidate to be investigated under the Code of Conduct which may cause them to be withdrawn from the election.

Diversity monitoring

The Chief Returning Officer wants to ensure that these election processes are as open as possible to the full diversity of our membership. If your nomination is successful you will be contacted to fill in an optional Diversity Monitoring Form.

