



Vice-President (Postgraduate Experience)

Purpose

The Vice-President (Postgraduate Experience) will be providing the postgraduate perspective on issues which impact their student experience. This role will be the lead officer on issues that may include postgraduate funding, training and support; academic issues such as supervision and GTA (Graduate Teaching Assistants) concerns; employment issues; welfare concerns such as finance and housing; and community development including events and activities out of term time alongside the Postgraduate Network. This role will also be the lead for satellite campuses, including European Centres which are comprised solely of Postgraduate students. The Vice-President (Postgraduate Experience) is a member of the Board of Trustees of Kent Union.

We are open to having this role as a part-time, flexible role if more suited for the elected candidate.

Key Responsibilities as Vice-President (Postgraduate Experience)

- To promote, extend and defend the rights of all students at the University of Kent.
- To act as a voice of students to Kent Union, the University and external organisations.
- To represent students on all postgraduate matters.
- To ensure that the sabbatical officer team is working well together and that the work the team produces is to a high standard and meets students' needs.
- To lead on issues of postgraduate accommodation, wellbeing, education, training and employment.
- To lead on supporting Kent's European satellite campuses and internationalisation work.
- To support and work in partnership with all postgraduate Student Reps and the Postgraduate Network.
- To run campaigns on postgraduate issues and to assist in campaigns that other officers may be running.
- To work with other Sabbatical and Part-time Officers to benefit the lives of students at the University.

Key Responsibilities as a Trustee

Trustees are accountable for delivering the responsibilities detailed in the Terms of Reference of the Board of Trustees. Notwithstanding this, all Trustees have a duty to:

- Ensure that Kent Union acts in accordance with its charitable objects, constitution and other guiding documents and, in particular, remains true to its Vision and Values;
- Help Kent Union achieve its objectives and improve the lives of its members;
- Ensure that Kent Union complies with all relevant legislation and regulations, including relevant charity acts and education acts;
- Ensure that Kent Union does not undertake activities that put its financial stability, members or reputation at undue risk;
- Work with other trustees, staff and volunteers in a constructive manner and for the greater good of Kent Union;
- Participate fully in Board meetings and join one of the Board's Committees;
- Use their personal skills and experience to ensure Kent Union is well run and efficient;
- Seek external professional advice where there may be material risk to Kent Union or where the Trustees may be in breach of their duties, or at any other appropriate moment;
- Add value to the Board and Kent Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity;
- Ensure decisions of the Board and its Committees take account of the needs and views of Kent Union's members;
- Ensure Kent Union considers the needs and views of all student groups, for example postgraduate, international and part-time students;
- Ensure effective communication between Kent Union and its members.

Key Relationships

Deputy Vice-Chancellor (Research & Innovation); Dean of the Graduate School; Dean of Europe; Dean for Internationalisation; all Faculty Deans; all Associate Deans (Graduate Studies); Master of Darwin/Woolf College; Director of Student Services; Heads of School and School Administration Managers; elected Kent Union Officers.

Person Specification

All sabbatical officers should be:

- Committed to the purpose, objects and values of Kent Union;
- Constructive about other officers' and trustees' opinions;
- Able to act reasonably and responsibly when undertaking their responsibilities;
- Able to maintain strict confidentiality;
- Able to analyse information and, when necessary, challenge constructively;
- Able to make collective decisions and stand by them;
- Able to respect boundaries between management and governance functions;
- Excellent role models who promote the highest standards of probity and integrity;
- Firm supporters of equality of opportunity and committed to promoting diversity.

Removal from Office

Any sabbatical officer may be removed from office via the democratic processes outlined in Kent Union's constitution, or (in exceptional circumstances) through the Student Officer HR Policies