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Sabbatical Positions

President

Vacancies: 1

Role: Sabbatical, Trustee, Representational

Hours: The working week is a minimum of 35 hours. However, to fulfil the requirements of the role you may be required to work more, including in the evenings and at weekends.

Status: Honorarium (£22,000 pa circa)

Duties as outlined in the by-laws:

1. Chair of Board of Trustees. To co-ordinate the work of the Trustee Board to form a coherent strategy for action.
2. Line-manage the Chief Executive Officer on behalf of the Trustee board.
3. Responsible for coordinating sub-committees.
4. Represents Goldsmiths Students' Union externally, speaking on behalf of all students at Goldsmiths to conferences, committees, the media and other organisations.
5. The principal channel of communication between Goldsmiths Students' Union and Goldsmiths College.
6. Responsible for overseeing the implementation of the Union's communications strategy.
7. Attend Council and other relevant College Committees and, subject to any confidentiality obligations in his/her/their capacity as a member of Council, report back all relevant issues to the Union.
8. Sits on the Students' Union's Finance Committee.
9. Co-ordinates the sabbatical team.
10. Along with the Campaigns Officer, coordinates the Union's campaigns strategy.
11. Responsible for the strategic planning of Union trading services.
12. Responsible for ensuring that adequate training and support is available for the trustees, Council members and other convenors of meetings.
13. Empowered to act on behalf of the Trustee Board between meetings on matters of a minor, non-contentious or urgent matter. All actions must be reported to the Trustee Board at the earliest opportunity.
14. Represents Goldsmiths Students' Union as a delegate at University of London Union Senate and the relevant national conference's of the National Union of Students.
15. Responsible for (though may delegate) the planning and supervision of the financial organisation of the Union, in accordance with its regulations and policy.

16. Responsible for ensuring that relevant financial records and information are prepared and published
17. Shall be a signatory for the Union bank account, to contracts between the Union and external organisations.
18. Responsible for the arrangement and delivery of an appropriate handover for successor.

Educations Officer

Vacancies: 1

Role: Sabbatical, Trustee, Representational

Hours: The working week is a minimum of 35 hours. However, to fulfil the requirements of the role you may be required to work more, including in the evenings and at weekends.

Status: Honorarium (£22,000 pa circa)

Duties as outlined in the by-laws:

1. Co-ordinates Goldsmiths Students' Union's representation of students to Goldsmiths College and the wider community through meetings, lobbying and campaigning.
2. Represents the academic needs of all Goldsmiths Students
3. Coordinates and is responsible for enhancing academic support for Undergraduates, Postgraduate taught/research, International, Part-time and Student Parents.
4. Liaises with Goldsmiths College and acts as a point of reference for students and staff on academic and career issues.
5. Responsible for the academic service, working with staff members to deliver it.
6. Represents individual students to Goldsmiths College.
7. Works with Goldsmiths College, relevant Union staff and student network groups to ensure effective system of student feedback.
8. Responsible for the development and implementation of campaigning and change strategy.
9. Champions education enhancement campaigns.
10. Works with academic representatives and ensures that the Union is leading on academic campaigns
11. Represents the academic interests of the student body to all appropriate College Committees as outlined in College Committee Terms of Reference.
12. Responsible for the production of the Students' Unions written submissions to government agencies and other outside bodies in the field of the education or welfare of students.

13. Responsible for the arrangement and delivery of an appropriate handover for successor.

Welfare and Diversity Officer

Vacancies: 1

Role: Sabbatical, Trustee, Representational

Hours: The working week is a minimum of 35 hours. However, to fulfil the requirements of the role you may be required to work more, including in the evenings and at weekends.

Status: Honorarium (£22,000 pa circa)

Duties as outlined in the by-laws:

1. Co-ordinates Goldsmiths Students' Union's representation of students to Goldsmiths College and the wider community through meetings, one to one advice, lobbying and campaigning.
2. Liaises with Goldsmiths College and acts as a point of reference for students and staff on student welfare and diversity issues.
3. Responsible for the welfare advice service, working with staff members to deliver it.
4. Represents individual students to Goldsmiths College on welfare and diversity issues
5. Responsible for the creation and implementation of the Unions equal opportunities policy
6. Responsible for ensuring that adequate training and support is available for liberation officers to campaign on diversity issues.
7. Responsible for the development and implementation of campaigning and change strategy.
8. Responsible for the strategic planning of student activities.
9. Seeks to engage with hard to reach constituents and champions equality and diversity.
10. In conjunction with the relevant staff member ensures effective administration of the Student Hardship Fund.
11. Represents the welfare and diversity interests of the student body to all appropriate College Committees as outlined in College Committee Terms of Reference.
12. Responsible for Union liaison with and representation to Goldsmiths College's Student Support Services and other relevant support services.
13. Responsible for creating and overseeing specific strategies that aims to increase diversity within Union activities and services
14. Responsible for the arrangement and delivery of an appropriate handover for successor.

Campaigns Officer

Vacancies: 1

Role: Sabbatical, Trustee, Representational

Hours: The working week is a minimum of 35 hours. However, to fulfil the requirements of the role you may be required to work more, including in the evenings and at weekends.

Status: Honorarium (£22,000 pa circa)

Duties as outlined in the by-laws:

1. Responsible for maintaining, developing and encouraging the maximum involvement of students in every aspect of the Union and College life.
2. Responsible for setting strategic direction that encourages greater participation in elections, in terms of the number of candidates, campaigners and voters.
3. Responsible for all Union Campaigns and aids other sabbatical officers in formalising and implementing their campaigns.
4. Along with the President coordinates the Union's campaigns strategy.
5. Co-ordinates and supports campaign work with Campaigns Officers and Student Assembly members.
6. Liaises with Goldsmiths College London on communication, marketing and public relations issues.
7. Responsible for coordinating induction talks to new and returning students.
8. Collates and reports on information on issues affecting students.
9. Responsible for keeping Union members informed and motivated on political and social issues.
10. In conjunction with the Students' Union President, liaise with the media and be responsible for writing press releases.
11. Responsible for the arrangement and delivery of an appropriate handover for successor.

Student Trustee

Role of the Student Trustee

Vacancies: 4

Role: Trustee

Hours: An average of 3 hours a week plus training

Status: Voluntary

Duties as outlined in the by laws:

1. Ensuring that Goldsmiths Students' Union (the Union) has a clear vision, mission and strategic direction and is focused on achieving these;
2. Being responsible for the performance of Goldsmiths Students' Union and for its "corporate" behaviour;
3. Ensuring that the Union complies with all legal and regulatory requirements;
4. Acting as guardians of the Union's assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
5. Ensuring that the Union's governance is of the highest possible standard.

Assembly Positions

Assembly Chair

Vacancies: 1

Role: Assembly Member, Representative and Campaigning

Hours: Part-time, to fit around studies

Status: Voluntary

Duties as outlined in the by laws:

1. Subject to College Statutes, the Student Assembly Chair shall be a member of the College Council.
2. Responsible for chairing the Students' Union's Annual General Meetings.
3. Member of the Students' Union's Appeal Body as required.
4. Member of the Students' Union's Appointment Committee responsible for identifying, and proposing Co-opted Trustees.
5. As Chair of the Students' Union Assembly (as set out in Article 102 – 107 and the Bye-Laws), the Chair shall ensure the setting of the political and policy agenda of the Union and ensure the Student Assembly campaigns on issues

affecting Members, referring political policy to referenda of the Members and enforce this policy as agreed by any such referenda.

6. Responsible for chairing all meetings of the Student Assembly.
7. Shall be non-voting and impartial in all official capacities, except for a casting vote when a meeting is equally divided.
8. Responsible for advising members on procedural and constitutional matters; ensuring that the Union's Articles of Governance, Bye-Laws and Guidance are adhered to at all times.
9. Shall work to create welcoming and harmonious Union meetings and shall work with the relevant staff members to ensure the production of introductory packs for new Union Officers.
10. Shall work with the Students' Union President to ensure that the decisions made at relevant Union meetings are implemented.
11. Shall work with the Students' Union President to ensure the political and campaigns policy is maintained and accessible for all members.
12. Shall sit on relevant College committees as set out in 'Committee Membership Guidance'.
13. Shall be fully prepared for all meetings having met with relevant officer and staff in advance.

Campaigns Coordination Officer

Vacancies: 1

Role: Assembly Member, Representative and Campaigning

Hours: Part-time, to fit around studies

Status: Voluntary

Duties as outlined in the by laws:

1. The priority of the Campaigns Co-ordination Officer shall be, as a member of the Students' Union Assembly (as set out in Article 102 – 107 and the Bye-Laws), to set the political and policy agenda of the Union and campaign on issues affecting Members, refer political policy o referenda of the Members and enforce this policy as agreed by any such referenda.
2. Together with the Campaigns and Communications Officer will be responsible for the overall co-ordination of Union-led Campaigns.
3. Responsible for keeping Union members informed and motivated on political and social issues.
4. Shall work with the Sabbatical Trustees to ensure that the Student Assembly is kept informed of all relevant discussions held and decisions taken by the University of London and the National Union of Students.
5. Shall propose and co-ordinate the invitation of guest speakers.

6. Shall work with all relevant Officers, committees, clubs and societies, and staff in pursuance of a vital, active and informed student body.
7. Shall, in conjunction with the Campaigns and Communications Officer, co-ordinate the promotion of Union campaigns on a national level.
8. Shall sit on relevant College committees as set out in 'Committee Membership Guidance'.

Campus Officer

Vacancies: 1

Role: Assembly Member, Representative and Campaigning

Hours: Part-time, to fit around studies

Status: Voluntary

Duties as outlined in the by laws:

1. The priority of the Campus Officer shall be, as a member of the Students' Union Assembly (as set out in Article 102 – 107 and the Bye- Laws), to set the political and policy agenda of the Union and campaign on issues affecting Members, refer political policy to referenda of the Members and enforce this policy as agreed by any such referenda.
2. Shall be responsible for issues relating to all areas of College campus.
3. Shall work with the appropriate Union officers and College personnel to ensure that students have adequate space within College for their social and cultural needs.
4. Shall work with the Sabbaticals Trustees to co-ordinate campaigns on issues regarding halls of residence and private accommodation.
5. Shall work with the appropriate Campaigns Officers and Sabbatical Trustees to ensure that academic provision within College (e.g. maintenance of classrooms, learning materials) is of a reasonable standard.
6. Shall work with the Sabbaticals to promote the use of Union facilities as space for student-driven social and cultural activity.
7. Shall sit on relevant College committees as set out in 'Committee Membership Guidance'.

Ethical and Environmental Officer

Vacancies: 1

Role: Assembly Member, Representative and Campaigning

Hours: Part-time, to fit around studies

Status: Voluntary

Duties as outlined in the by laws:

1. The priority of the Ethical and Environmental Officer shall be, as a member of the Students' Union Assembly (as set out in Article 102 – 107 and the Bye-Laws), to set the political and policy agenda of the Union and campaign on issues affecting Members, refer political policy to referenda of the Members and enforce this policy as agreed by any such referenda.
2. Responsible for all those areas of Union business which specifically relate to the environment and to ethically-aware conduct by College and the Union. Shall liaise with relevant Union and College personnel and with outside organisations/agencies, in order to ensure that the Union conducts itself in an ethical and environmentally friendly way and to encourage awareness among the students of broader environmental issues.
3. Will ensure that existing Union boycotts of any product or company are widely publicised and upheld at all times.
4. Will advise the Union on any action which could have an adverse environmental impact or be considered unethical.
5. Responsible for passing on any campaigns information which is of relevance to the student body to the Campaigns and Communications Officer.
6. Shall sit on relevant College committees as set out in 'Committee Membership Guidance'.

Palestine Twinning Officer

Vacancies: 1

Role: Assembly Member, Representative and Campaigning

Hours: Part-time, to fit around studies

Status: Voluntary

Duties as outlined in the by laws:

1. To be responsible for the general organising on the ground of the campaign and to take responsibility in the facilitating of the scholarships, and to sit on the selection board

Societies Officer

Vacancies: 1

Role: Assembly Member, Representative and Campaigning

Hours: Part-time, to fit around studies

Status: Voluntary

Duties as outlined in the by laws:

1. Responsible for representing the needs of societies to the Student Assembly and relevant staff members of the Students' Union.
2. Promotes the benefit of societies and is responsible for its strategic direction.
3. Provides information and advice to students who want to establish a society.
4. Responsible for ensuring appropriate student activity award and recognition e.g. the Athletics Union Dinner and the Union Awards Night.
5. Liaises with Goldsmiths College and external bodies on society issues.
6. With relevant staff support, oversees the promotion of student activity during the freshers period.

Sports Officer

Vacancies: 1

Role: Assembly Member, Representative and Campaigning

Hours: Part-time, to fit around studies

Status: Voluntary

Duties as outlined in the by laws:

1. Responsible for representing the needs of Sport Clubs to the Student Assembly and relevant staff members of the Students' Union.
2. Promotes the benefit of Sport Clubs and is responsible for its strategic direction.
3. Provides information and advice to students who want to establish a Sport Club.
4. Responsible for ensuring appropriate student activity award and recognition e.g. the Athletics Union Dinner.
5. Liaises with Goldsmiths College and external bodies on society issues.
6. With relevant staff support, oversees the promotion of student activity

during the freshers period.

Equal Opportunities Campaign Officers

Position: There are 9 Equal Opportunities Campaign Officer Positions they are as follows:

Black and Ethnic Students Officer (1 position)

Disabilities Students Officer (1 position)

International Students Officer (1 position)

LGBT Students Officer (1 position)

Mature Students Officer (1 position)

Part Time Students Officer (1 position)

Postgraduate Students Officer (1 position)

Student Parent Officer (1 position)

Women's Officer (1 position)

Vacancies: 1 per position

Role: Assembly Member, Representative and Campaigning

Hours: Part-time to fit around studies

Status: Voluntary

Duties as outlined in the by laws:

1. The priority of the Equal Opportunities Officers shall be, as members of the Students' Union Assembly (as set out in Article 102 – 107 and the Bye-Laws), to set the political and policy agenda of the Union and campaign on issues affecting Members, refer political policy to referenda of the Members and enforce this policy as agreed by any such referenda.
2. As stated in 2 of the Articles of Governance: "When acting to further its powers and in accordance with its objects, the Union shall not discriminate on the grounds of age, gender, race, colour, parental status, class, religion or belief, ethnic or national origins, creed, sexuality, nationality, size, socio-economic background, disability or medical condition, except that positive action may be taken to aid any disadvantaged section of society."
3. The Equal Opportunities Officers must be of the demographic group they are representing.

4. The Equal Opportunities Officers shall act as champions of equality and diversity within the Students' Union, influencing and informing Union policy and activity, including:
 - 4.1. To seek out and maintain knowledge of equality and diversity issues, policies, legislation and developments.
 - 4.2. To advise Student Assembly and officers on equality and diversity issues and policies.
 - 4.3. To assist the organisation in developing, promoting and implementing and reviewing an equality and diversity action plan.
 - 4.4. To assist the organisation in developing, promoting and implementing equality and diversity policies, campaigns and initiatives.
 - 4.5. To recognise that certain issues will require confidential treatment and to act as appropriate.
5. The Equal Opportunities Officers, as named below, shall be responsible for ensuring Union policy, campaigns and business reflects the issues that affect the respective student body they represent in accordance with the Articles of Governance and Bye-Laws.
6. The Equal Opportunities Officers shall participate in relevant subcommittees, working parties or ad hoc committees or groups as well as manage and co-ordinate such societies and meetings that relate to the student body they represent.
7. The Equal Opportunities Officers shall sit on relevant College committees as set out in 'Committee Membership Guidance'.