



# **RUN FOR EDUCATION OFFICER.**

**If you want to:**

- **Campaign on matters relating to Goldsmiths students' academic experience.**
- **Work with academic reps and support Union activities.**
- **Sit on the Academic Board and subcommittees.**

**... then we're hiring!**

## **STAND UP FOR STUDENTS.**

**[goldsmithssu.org/elections](https://goldsmithssu.org/elections)**

**This is a full-time job with a competitive salary!  
Nominations close midday on Friday 22nd February.**



**Thank you for your interest in running for an elected role at Goldsmiths Students' Union. This pack provides all the information you need to stand as a candidate.**

## **A LITTLE ABOUT GOLDSMITHS STUDENTS' UNION**

Thank you for your interest in running for an elected role at Goldsmiths Students' Union. This pack provides all the information you need to stand as a candidate.

Goldsmiths Students' Union is a charity representing over 10,000 students studying at Goldsmiths, University of London. We're here to provide support and advice to make university life easier, whilst representing students on the issues that matter.

Goldsmiths Students' Union is a democratic organisation, run for students by students. We represent the views of Goldsmiths students

through our team of elected officers, who are elected annually and are supported by a permanent staff team. In addition to being the voice of Goldsmiths students, we also run commercial services such as the SU Shop, the SU Cafe, the Nursery, which fund services for students such as clubs, societies and the advice service.

**The Students' Union elections 2019 are your opportunity to lead the organisation and make life at Goldsmiths better.**

## **FULL-TIME OFFICER ROLE**

Our full-time officer roles are **full-time, paid jobs**. If elected, your contract of employment will start on **18th June 2019**. However, you will need to be available for a handover week from **10th-14th June 2019** (which will be paid.)

During the first few months of your employment, you will be required to attend training courses so please try to avoid booking annual leave during July and August 2019.

# Useful information

## KEY CONTACTS:

### Deputy Returning Officer:

Meg Evans (meg@goldsmithssu.org)

### Campaigns and Democracy Co-Ordinator:

Thaniyah Miah (thaniyah@goldsmithssu.org)

## KEY DATES:

### Drop-in sessions:

**Mon 4th Feb** - Campaigns and Activities Officer

**Fri 8th Feb** - Education Officer

**Tue 12th Feb** - Union Chair, Student Trustees, NUS Delegates

**Wed 13th Feb** - Welfare and Liberation Officer

**Thur 14th Feb** - SU President

These Drop Ins will be role specific and there will be a member of staff who works closely with the role present to help answer any role specific questions, and a member of staff from the elections team present to help answer any elections specific questions.

### Candidate briefing:

Friday 22nd February at 4pm, RHB 251

### Candidate trainings:

(These sessions are the same and are being repeated through the week)

Monday 25th Feb, 12-1:30pm, MMB 111

Tuesday 26th Feb, 12-1:30pm, MMB 111

Wednesday 27th Feb, 12-1:30pm, MMB 109

Thursday 28th Feb, 12-1:30pm, MMB 111

# ROLE DESCRIPTION

## Purpose:

- To be the principal representative of Goldsmiths students on matters relating to academic experience
- To be a member of the full-time officer team
- To be a Trustee of Goldsmiths Students' Union
- To represent the views of Goldsmiths students to the University, the wider community and nationally on matters relating to academic experience
- To campaign on issues affecting Goldsmiths students locally and nationally on matters relating to academic experience.

## Salary and benefits:

- £23511
- 24 days annual leave, plus College closure days and Bank Holidays

The role of Education Officer is full-time (35 hours a week) and can be done as either a job upon graduation or as a year-out from your studies. The role will commence on 17 June 2019 and the term of office will end on 19 June 2020. However, you will need to be available for a handover week commencing on the 10th June 2019.

## Duties and responsibilities:

- To represent the views of Goldsmiths students on matters relating to academic experience through regular meetings with the Warden and Senior Management team.
- To be a member of Academic Board and attend the following committees: Quality and Standards subcommittee, Programme Scrutiny subcommittee, Learning, Teaching and Enhancement Committee, the Graduate School Board and the Academic Progress Committee.
- To attend the Trustee Board (4 meetings a year)
- To attend NUS Higher Education Zone conference
- To regularly gather student feedback and campaign on issues affecting the academic experience of Goldsmiths students
- To attend Student Assembly (4 meetings a year) and present an accountability report
- To support activities such as Welcome Week and other students' union events
- To attend monthly Department Rep meetings to gather feedback from student representatives

## Benefits and skills you will gain in the role:

- You will gain a good understanding of the Higher Education sector
- You will gain experience of building relationships with a range of stakeholders
- You will gain experience of planning and leading campaigns
- You will have access to training and development opportunities
- You will gain experience of working in a team and working collaboratively
- You will gain leadership skills
- You will receive a competitive salary

# Candidate checklist

<b>To do: Before nominations close (22 February 2019 at 12pm)</b>	<b>Completed?</b>
Complete nomination form at <a href="http://goldsmithssu.org/democracy/elections">goldsmithssu.org/democracy/elections</a> .	
Uploaded your photo with your nomination.	
If you are running for a Full-Time Officer position or Student Trustee position: Completed your Trustee Declaration form and returned it to <a href="mailto:thaniyah@goldsmithssu.org">thaniyah@goldsmithssu.org</a> .	
Attend the Candidate Briefing on Friday 22nd February 2019 at 4pm.	
Collect candidate pack from the Students' Union.	
Read the election rules and confirmed your understanding.	
<b>To do: During the training period (25th February - 1st March 2019)</b>	<b>Completed?</b>
Attend effective campaigning training session.	
Upload 600 word manifesto to Students' Union website by Friday 1st March at 12pm .	
Submit your poster requests to the Students' Union by Friday 1st March at 12pm.	
Submitted your answers to the Candidate Questions to be published on the SU website.	
Prepared your campaign materials*.	
<b>To do: During voting week (4th - 8th March 2019)</b>	<b>Completed?</b>
Put up a banner*.	
Collect your free allocation of printing*.	
Talk to students*.	
Vote (You can vote for yourself!)*.	
Attend candidate question time on 5th March 2019*.	
Attend Coffee with Candidates event*.	
<b>To do: Once voting closes (8th March 2019)</b>	<b>Completed?</b>
Take down all banners and posters across campus and collect them in the recycling bins provided.	
Submitted your receipts to the Welcome Desk or through the candidate expenses form by 1pm on Friday 8th March 2019.	
Attend results night on 8th March 2019 in the SU Venue.	

(Items with a \* next to them are not compulsory but will support you in running an effective campaign)