



NESCol Students' Association Depute President Job Description

Job Title: NESCol Students' Association Depute President

Location: This is an on campus, regional role. Candidates will be expected to regularly work across all NESCol Campuses with a minimum of 1 day per week in Fraserburgh Campus, Altens Campus and City Campus.

Length of Term: 1 year commencing 1st of July 2024

Hours: Full Time (35 hours a week)

Salary: £21,840 per annum

Line Manager: Student Engagement and Wellbeing Manager

The successful candidate will be selected through the 2024/2025 Student Elections. To be considered a candidate in the 2024/2025 Student Elections you must complete a nomination form and submit a manifesto by Thursday 22nd of February 2024. More information on this can be found in the Election Pack which will be available in the Students' Association Section on MyNESCol.

As this is a full time role the successful elected candidate will be required to defer their studies for the length of the role, or they may complete the role in the year immediately after their studies.

Election Packs can be requested from and must be returned to: Kirsty Pettitt, Student Engagement and Wellbeing Manager (k.pettitt@nescol.ac.uk)

Nominations open: Monday 5th February 2024

Nominations close: Thursday 22nd February 2024

Contact: Kirsty Pettitt – k.pettitt@nescol.ac.uk

The Depute President will work closely with the Regional President to support the work of the NESCol Students' Association in line with the NESCol Students' Association Mission, Vision and Values and the NESCol Students' Association Constitution. The Depute President will work closely the Student Engagement and Wellbeing Manager and the Student Representative Committee in ensuring operational and administrative procedures and policies are in place. The Depute President will be required to cover in the absence of the Regional President where necessary. They will be required to work flexibly to meet the needs of all students.

The Depute President will:

- Act as the as a representative of the NESCol Students' Association.
- Oversee all events and activities that take place within and in partnership with the NESCol Students Association.
- Facilitate student engagement opportunities through training, activities, events, campaigns, surveys, classroom sessions, meeting with individual students and class reps.
- Ensure that all NESCol Students have the opportunity to feedback on all matters related to the student learning experience and ensure all student feedback is gathered and represented effectively and appropriately with NESCol committees and staff.
- Attend and participate in relevant NESCol committees to represent student voice and report back to the NESCol Students' Association.
- Ensure that the work of the NESCol Students' Association is responsive to student need and opinion.
- Respond to communication from students, College staff and external partners promptly and professionally.
- Contribute to and support the team to implement the Student Partnership Agreement, the NESCol Students' Association Strategic Plan and projects related to the Student Learning Experience alongside key staff members from NESCol
- Communicate matters of local and national relevance to and on behalf of students
- Promote Equality and Diversity on all Campuses
- Co-ordinate and support a team of Executive Officers, Admin Intern and Volunteers
- Ensure that the Students' Association and its activities are visible and marketed including the maintenance of a Social Media presence
- Work in partnership with outside agencies – National Union of Students, SPARQS and other Colleges and Universities.

Personal Specification

As this role is regional, you must have the ability or means to travel independently (this may include the use of public transport) and in a timely manner to each NESCol Campus including Fraserburgh, City Campus and Altens.

Essential skills required for this role:

- Strong verbal and written communication skills
- Digital literacy skills
- Ability to confidently approach and converse with a diverse student population about a range of issues and topics
- Ability to work your own initiative and without supervision
- The ability to prioritise tasks and meet deadlines
- Working effectively in a team
- Good time management
- Public speaking
- Note taking

Qualities required for the post:

- Confident and friendly
- Self-motivated and committed to working on behalf of students
- Committed to customer service and quality improvement
- Ability to relate to people and build positive and professional working relationships with staff and students
- Ability to remain calm under pressure
- Ability to multitask

An interest in or experience of:

- Writing reports and/or delivering presentations
- Conducting and participating in meetings
- Delivering group work sessions and activities
- Planning and budgeting
- Creating content for a variety of social media platforms

Any Questions? Contact: Kirsty Pettitt – k.pettitt@nescol.ac.uk