**Deputy President**

This is a paid part-time position due to the time commitments and responsibilities associated with the role. The Deputy President supports the President and deputises for them as appropriate, supporting them to lead the Central Executive Committee.

The Deputy President:

- Is a public face of the Association to the student body, and is prepared to communicate with students through a range of platforms.
- Works alongside the President to ensure appropriate support for members of the Central Executive Committee including liaising with appropriate staff teams to recommend training.
- Is a Trustee for the Association and acts as Deputy Chair of the Board of Trustees.
- Has oversight of the Students Association’s Volunteering Strategy
- Has delegated Authority from the President for Overseeing disciplinary proceedings
- Has the responsibility for ensuring that Research Students are recognized and represented as part of our work
- Is a member of various Association and University Committees as detailed below

**Key skills and attributes**

The post-holder will need to possess, or be prepared to develop rapidly, the following:-

- The confidence to chair meetings and make decisions with the support of the CEC
- Leadership, teamworking and teambuilding skills.
- Committee skills, including challenging appropriately and close reading of papers.
- Good communication skills, including readiness to speak in public and on video.
- Commitment to develop further skills and knowledge appropriate to the role.
- A broad understanding of the Students Association and the Open University.

Training and support will be offered to any successful candidate.

**Role Specific Essential information, including time commitment**

This is a paid, part-time plus role, contracted to 22.5 hours a week, from 1 August 2022 to 31 July 2024. The post is remunerated at Grade 4 point 14 of the University’s Salary Scales for Academic Related and Support Staff, currently £21,686 per annum. An increment to point 15 will be due in the October of the second year of the term, currently £22,254 per annum.

The elected role holder will be home-based with travel expenses incurred on Association business reimbursable by the Association in accordance with our Travel and Subsistence policy. Reimbursement of expenditure on OU business will need to be agreed with the relevant member of OU staff in advance and claimed from the OU. A hot desk will be provided in the Milton Keynes office and the Association will provide appropriate equipment to enable home working. Full contractual details are available on request.
You must have the right to work in the UK and must be eligible to hold paid elected office in accordance with the Education Act 1994 Section 22 on Student Unions which prescribes that a person may not hold paid elected office at a Students Union for more than two years in total.

You will be required to complete the duties of a Trustee for the OU Students Association, in your own time, on a voluntary basis outside the paid hours; you must therefore be eligible to act as a Charity Trustee.

This role includes substantial time commitments with some activities taking place over evenings and weekends. It is not a role with regular scheduled hours and therefore requires flexibility.

A standard DBS check will be required prior to the commencement of the role.

It is important to also read the shared responsibilities document, which lists shared aspects of the roles which elected student leaders all commit to upon election to the role.

Examples of meetings attended by Deputy President

The nature of our Student Leader’s roles is that there are always additional Association and OU working groups and committees that they will attend, as well as a range of one-off activities. We are therefore providing the most comprehensive list we are currently able to.

The list specifies scheduled meetings; additional work is typically required between these through online discussions and/or reading papers. In general, where there are face to face meetings these often take place in Milton Keynes, however, we are embracing blended working and so many meetings are able to attended online.

Items italicised are those where there is a choice which CEC member is assigned; the decision will be made between the postholders once elected.

Association meetings

- Either President or Deputy President are members of Appointments Committee; and either President/Deputy President or VP Education will chair this.
- President or Deputy President is a member of the Societies Committee – three times a year on Saturdays.
- Association Trustee meetings – four times a year, with the need to attend occasional extra meetings to address urgent matters.
- Leads Monthly student Leadership team Huddle with President.
- OSL Directors’ meetings – twice a year.

OU meetings

- Senate Reference Group – four times a year.
- Student Consultation Management Group – four times a year
- Postgraduate Liaison Group – four times a year
- Equality, Diversity and Inclusion Steering Group – three times a year
- Student Experience Committee (President or Deputy President) three times a year
- Prevent Steering Group – three times a year
- Sustainability Steering Group (President or Deputy President)

Association Staff Support Link: Director of Membership Services