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**President**

This is a paid full-time position due to the time commitments and responsibilities associated with the role. The President is the elected head of the OU Students Association and is also a Trustee of the Association. They are responsible for leading the organisation and ensuring the objectives of the Association are met.

The President:

- Takes the lead role in representing the Association to external organisations and within the Open University, supported by a Deputy President.
- Is the public face of the Association to the student body, and is prepared to communicate with students through a range of platforms.
- Chairs Central Executive Committee meetings and, with the Chief Executive, sets the agenda, informed by contributions from the broader Association team.
- Works alongside Deputy 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 Research Strategy
- Oversees the monitoring and evaluation of the Students Association’s Strategy
- 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.
- Ability to work independently and collaboratively as part of a team.
- 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, full-time plus role, contracted to 37 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 President during term 2020-22**

The nature of the President’s role 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.*
- Chairs the biennial Conference and has final responsibility for the report by the Central Executive Committee to Conference.
- *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 Deputy President.*
- Conference Steering Committee – as required in the run up to our biennial Conference.
- Senate Reference Group – four times a year, usually Wednesday mornings. *The President or VP Education chairs this* (First meeting 14 October).
OU meetings

- Council – five times a year. One meeting each year will be face to face outside of Milton Keynes. Members of Council also attend one-two sub-committees which meet up to 4 times a year.
- Senate – four times a year after Senate Reference Group, usually Wednesday Afternoons, including a lunch meeting for the six Senate Student Delegates. (First meeting 14 October).
- Student Voice Steering Group. The President co-chairs this with Pro Vice Chancellor Students – four times a year.
- Student Satisfaction Improvement Working Group. The President co-chairs this with Pro Vice Chancellor Students – four times a year.
- Senior Team monthly meeting.
- Student Casework Steering Group – twice a year.
- Pro Vice Chancellor Students Reference Group – twice a year
- Student Experience Committee – three times a year.
- Access and Participation plan Steering group three-four times a year
- Student Experience Learning Adjustment Operation and Steering Groups – monthly
- Pro Vice Chancellor Students Advisory Group – three times a year
- Digital Inclusion Management Group – monthly
- Exams and Assignment Steering Group – monthly
- PREVENT Steering Group – three times a year.
- Sustainability Steering Group (President or Deputy President)
- EDI Committee President or Deputy with VP EDI – three times a year
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
**Student Member of Council**

The Student Member of Council has primary responsibility for supporting the University’s Council, which is the governing body of the University, exercising control of University affairs including strategic planning, monitoring effectiveness and performance, finance, audit, estate management and human resource management. They are a member of the Central Executive Committee (CEC) to ensure that both the Council and CEC are aware of issues impacting both the University, Students and Association.

The student member of Council must, as with all Council members, put the needs of the University first; they are not there specifically to advance the interests of students.

The Student Member of Council:

- Is a member of Council and may also be required to take part in working parties/groups established by Council.
- Has the opportunity to ensure that the Student Voice is heard by Council on any matter of concern to students.
- Is a full voting member of the Central Executive Committee and is required to produce regular reports informing the Central Executive Committee of matters under discussion at Council meetings (except for matters deemed confidential). There will also be opportunities to feedback to students through a range of platforms.
- May also be invited by the President to join in any aspect of the Association’s work.
- Is a member of the Senate Reference Group and Senate.

**Key skills and attributes**

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

- Understanding of academic governance within the University.
- Committee skills, including challenging appropriately and close reading of papers.
- The ability to consider issues from a strategic perspective, question intelligently, debate constructively and decide dispassionately.
- A broad understanding of the UK Higher Education sector, including the role of regulatory bodies.
- An understanding of finance issues.
- 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, by both the Association and the University.
Role Specific Essential information, including time commitment
This is a voluntary role which requires on average 10 hours a week, but is busier at some times.

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 Student Member of Council
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 be attended online.

Association meetings
• Senate Reference Group – four times a year, usually Wednesday mornings. The President or VP Education chairs this (First meeting 14 October).

OU meetings
• Council – five times a year. One meeting each year will be face to face outside of Milton Keynes. Members of Council also attend one-two sub-committees which meet up to 4 times a year.
• Senate – four times a year after Senate Reference Group, usually Wednesday Afternoons, including a lunch meeting for the six Senate Student Delegates. (First meeting 14 October).

Association Staff Support Link: Chief Executive Officer
**Student Trustee**

As a member of the Board of Trustees, you have the ultimate legal responsibility for the Association’s affairs, and the board exercises its powers subject to relevant legislation in addition to our Articles of Association and Bye-Laws. This includes oversight of the governance, staffing, finances and strategy of the Association.

The Board of Trustees delegates the day-to-day management of the Association and its staff team to the Chief Executive.

The Student Trustees:

- Attend initial onboarding sessions, the four official quarterly BoT meetings each year, including any relevant sub-committees and the Association’s biennial conference.
- Effectively communicate with fellow Trustees, relevant CEC members and the staff team who work in collaboration. This involves the regular use of official spaces and emails.
- Ensure that the Association acts in accordance with its Articles of Association, charitable objects and other guiding documents. Ensure that the Association complies with all relevant legislation and regulations, including relevant Education Acts and Charity Acts where applicable.
- Where possible, take an active part in Student Voice Week, Conference and Student Consultations (in the same way that CEC do) to gain a greater understanding of the student experience, and to inform their decision making.
- Safeguard the effective administration of the Association, including maintaining its financial viability and avoiding activities which could result in an unacceptable level of risk to our reputation, sustainability or students.
- Approve the Association’s strategy, annual budget, any submission to the University concerning funding or our subvention and the Association’s annual financial statements. To consider funding proposals and applications during the course of the budget year as and where necessary.
- Make an active contribution to the Board of Trustees, working together to reach sound decisions by respectfully challenging when appropriate and being involved in discussions. Read and scrutinise all papers; attend and participate in meetings and on the Trustee official online spaces; lead discussions and/or meetings where appropriate; maintain a focus on key issues; building an understanding and appreciation of the Association and our membership; offering own skills and experience; exercising a vote on key matters.
- Work constructively with other Trustees and support the senior staff team to create a positive, hard-working, inclusive, supportive and successful culture which reflects our organisational values of equality and inclusivity, openness, kindness and compassion, integrity, and collaboration.
- Seek to empower and support the student voice at all levels of the organisation, including recognising the important role of the Student Elected Officers and Central Executive Committee.
- Recognise and value the difference between the Central Executive Committee and the Board of Trustees, working to create a joined-up and constructive governance culture.
- Appoint and receive any reports from the Association’s bankers, HR advisors, solicitors and auditors. To consider proposals for external affiliations where necessary.
- Approve all amendments to the Association Articles of Association for submission to a vote of Conference.
- Appoint, establish the job description, agree the remuneration and annually appraise the performance of the Association’s Chief Executive.
Important dates

Onboarding package of support: sessions running between End May-Mid August

Official Welcome Weekend: 29-31 July 2022 (Milton Keynes Campus)

Key skills and attributes

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

- An understanding of finance issues.
- Committee skills, including challenging appropriately and close reading of papers.
- The ability to consider issues from a strategic perspective, question intelligently, debate constructively and decide dispassionately.
- 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 voluntary role which requires on average 5 hours a week but is busier at some times.

Large parts of this role can be completed remotely, there may be occasions when a face-to-face presence at meetings is required.

You will be required to complete the duties of a Trustee for the OU Students Association; you must therefore be eligible to act as a Charity Trustee.

All volunteers are expected to follow the Volunteer policy and agreement, the Values and behaviour policy and code of conduct given to them on taking up a role with the Association.

All volunteers are required to have their own IT equipment and internet connectivity sufficient to fulfil their remits. In exceptional circumstances, and for a period not exceeding six months, the Association may be able to provide the loan of a laptop.

What you can expect from the OU Students Association:

- We endeavour to ensure that all roles are of real benefit to the student community and make a difference to all those you engage with.
- Your volunteering will be appreciated and recognised for the value it brings.
- We aim to give you all the necessary information and training that you require to complete your role and to make decisions. If you feel you need additional support in your role, please let us know and we will be happy to help.
- A full training, onboarding and support package is provided to all elected members to ensure that no matter what existing experience or knowledge you have, you are supported to carry out your role.
- You will be volunteering for a non-discriminatory organisation that strives for equality and celebrates difference.
- You are free to stop volunteering at any time. If you need a break from your role or feel you need to step down, please contact the President, Deputy President or Chair of Trustees who can support this.
- All reasonable expenses incurred when carrying out your role will be reimbursed.
- A certificate of volunteering (on request).

Association Staff Links: Chief Executive Officer, Head of Finances and Resources, Head of Executive Support and Staff Welfare
**Vice President Education**

The Vice President (VP) Education has the responsibility for keeping the University’s educational programmes and related matters under continuous review, and for overseeing Academic Representation.

The Vice President Education:

- Is the University’s point of contact for matters relating to educational programmes.
- Has a responsibility for ensuring effective student representation within the University.
- Is a student member of Senate and a member of Senate Reference Group; *either President or VP Education will Chair this*
- Is a member of Appointments Committee; a sub-committee of the trustees which assesses and appoints Student Representatives; *either President or VP Education will chair this*.
- Has oversight of the support and training for appointed Student Representatives.
- Works with the Student Advisor to support the Individual Representation Service pilot
- Is a member of Qualifications and Assessment Committee, which approves new modules/qualifications and authorises amendments and withdrawals.
- Leads the monthly student rep forum organised and supported by the Volunteering and Representation team.

**Key skills and attributes**

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

- Thorough knowledge and understanding of academic governance within the University, and the nature of academic representation.
- An interest in the wider Higher Education sector.
- The confidence to contribute to and challenge appropriately in high level committees.
- Effective communication skills and an ability to chair meetings
- Ability to work independently and as part of a team.
- 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 voluntary role which requires on average 15 hours a week but is busier at some times.

There is an expectation that some meetings will take place at Milton Keynes Campus.

*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 VP Education

The nature of our Student Leader’s roles is that there are always additional Association and OU (Open University) 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 can be attended online.

Association meetings
- Senate Reference Group – four times a year, usually Wednesday mornings (First meeting 14 October).
- Appointments Committee – three times a year. *The President or VP Education chairs this.*

OU meetings
- Senate – four times a year after Senate Reference Group, usually Wednesday Afternoons, including a lunch meeting for the six Senate Student Delegates (First meeting 14 October).
- Student Casework Steering Group – twice a year.
- Qualifications and Assessment Committee – Three times a year (Feb, May, and November).
- Co-Chair of Peer Review Group which is part of the Quality, Monitoring and Enhancement process.
**Vice President Administration**
The Vice President (VP) Administration has primary responsibility for the Association’s assets, financial management and rules.

The VP Administration:

- Has responsibility for presenting the accounts, budgets and financial reports to the Central Executive Committee and Board of Trustees.
- Advises the Central Executive Committee and Board of Trustees about financial implications of matters under discussion.
- Is a Trustee for the Association and for OUSET, as well as being a member of the Finance, Resources and Risk Committee, a sub-committee of the Board of Trustees.
- leads the quadrennial Rules Revision Convention (next due in 2025).
- Advises the Returning Officer regarding election rules and has oversight of ensuring compliance.
- Is the lead student representative in any funding negotiations with the University
- Approves the accounts and constitutions of affiliated societies.
- 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 ability to draft rules in clear language.
- An understanding of finance issues.
- Attention to detail, always looking for ways to take complex information and deliver it in a manner which students can understand and that is relevant.
- Ability to work independently and collaboratively as part of a team.
- 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 voluntary role which requires on average 15 hours a week, but is busier at some times.

You will be required to complete the duties of a Trustee for the OU Students Association; you must therefore be eligible to act as a Charity Trustee.

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 VP Administration

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 be attended online.

Association meetings
- Association Trustee meetings – four times a year.
- OUSET Trustee meetings – three times a year.
- Finance, Resources and Risk Committee – at least four times per year.
- Shop Governance Working Group – Chair approx. 4 meetings per year.
- Conference Steering Committee – meet in the lead up to the biennial Conference, as required
- Societies Committee – three times a year on Saturdays.
- Funding negotiation meetings, if required.

Association Staff Support Link: Head of Finance and Resources
**Vice President Equality, Diversity and Inclusion**

The Vice President (VP) Equality, Diversity and Inclusion (EDI) has the responsibility for ensuring the Association fulfils its commitments to Equality, Diversity and Inclusion in accordance with relevant legislation and policy. They also monitor the University’s performance on EDI, and is the Association’s point of contact for EDI issues.

The Vice President EDI:

- Is responsible for advising and encouraging consistent implementation of equality, diversity and inclusion policies across the Association.
- Chairs the Association’s Inclusion meetings.
- Co-ordinates and liaises with other Association representatives to ensure that policies relating to equality, diversity and inclusion are adhered to by the University.
- Represents the interests of students in secure environments.
- Works to widen participation of students who fall within the Protected Characteristics groups as itemised by the government and the OU, within the Association, the University and the wider Higher Education sector.
- Provides support and guidance to the BAME group, Disabled Students Group, OU Pride, and any other Association -affiliated groups for students with protected characteristics.
- Is a member of the OU Equality, Diversity and Inclusion Steering Group.

**Key skills and attributes**

In additional to the shared responsibilities for all CEC, you will need to possess, or be prepared to develop rapidly, the following:-

- Knowledge and understanding of matters relating to Equality, Diversity and Inclusion.
- The confidence to chair meetings.
- The commitment to ensuring that equality, diversity and inclusion are at the heart of what the Association and University deliver for students.
- Commitment to develop skills and knowledge appropriate to the role.

Training and support will be offered to any successful candidate.

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

This is a voluntary role which requires on average 15 hours a week, but is busier at some times. 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 VP EDI

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 be attended online.

Association meetings
- Senate Reference Group – four times a year, usually Wednesday mornings (First meeting 14 October) Either VP Student Support or VP EDI attend.
- Association EDI Steering Group – three times a year.

OU meetings
- Inclusion meeting – four times a year.
- EDI Committee – three times a year.
- Student Mental Health Working Group – four times a year.

Association Staff Support Link: Head of EDI and Student Welfare
**Vice President Community**

The Vice President (VP) Community is responsible for encouraging and enabling a vibrant and supportive student community, enabling OU (Open University) students to engage with and participate in the Association at local, national, and international levels.

The VP Community:

- Encourages and enables the work of affiliated societies and clubs, including being a member of the Societies Grant Funding Approval Panel and Clubs Approval Panel.
- Provides support and guidance to community volunteers (e.g., Meet-up Hosts).
- Oversees Freshers’ planning and events.
- Oversees representation at graduation ceremonies and residential schools.
- Oversees the selection of University Challenge team annually.
- Considers the Association presence at other events such as day schools.
- Is one of the faces of the Association to the student body and is prepared to communicate with students through a range of platforms, including sharing videos, podcasts, and blogs.
- Is a silent admin on nominated Regional and National Facebook Groups.

**Key skills and attributes**

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

- A community and engagement focused approach, with a passion for involving students in events and activities both online and face to face.
- Teamworking and teambuilding skills.
- Effective communication skills, including the confidence to produce online content for students e.g., videos, presentations, delivering training to volunteers.
- 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 voluntary role which requires on average 15 hours a week but is busier at some times. 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.

A standard DBS (Disclosure and Barring Service) 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 VP Community
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 can be attended online.

Association meetings
- Chair of Shop Governance Working Group – approx. 4 meetings per year.
- Conference Steering Committee – meet in the lead up to the biennial Conference, as required
- Societies Committee – three times a year on Saturdays.
**Vice President Engagement**
The Vice President (VP) Engagement has the responsibility to oversee the Association’s strategic aims for improving our members’ awareness of, and engagement with, the Association. This entails ensuring effective communication and engagement with the student body.

The Vice President Engagement:

- Maintains a 360° view of the communications and engagement approaches taken by the Association, always looking for ways to engage members and increase awareness.
- Oversees the communication strategy, in partnership with the Head of Digital Communications.
- Has oversight of the Students Association communication channels to ensure effective channels for student volunteers and representatives to feed back to wider student body.
- Works in partnership with the Open University’s Student Voice and MarComms teams.
- Is one of the public faces of the Association to the student body and is prepared to communicate with students through a range of platforms, including videos and blogs.
- Works closely with Strategy & Insight team to improve engagement in research and insight initiatives, eg Annual Membership Survey, National Student Survey and consultations.
- Is responsible for leading Student Voice week alongside the University and Association staff.

**Key skills and attributes**
In addition to the shared responsibilities for all CEC, you will need to possess, or be prepared to develop rapidly, the following:-

- An engagement focused approach, with a passion for talking to and involving students in events and activities both online and face to face.
- An appreciation of communications and research principles.
- The desire to increase the Students Association’s reach to students in order to increase awareness and engagement for our services.
- Ability to create engaging content (eg written, video)
- Commitment to develop skills and knowledge appropriate to the role.

Training and support will be offered to any successful candidate.

**Role Specific Essential information, including time commitment**
This is a voluntary role which requires on average 15 hours a week, but is busier at some times.

There is an expectation that some meetings will take place at Milton Keynes Campus.

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 VP Engagement

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 be attended online.

Association meetings
- Senate Reference Group – four times a year, usually Wednesday mornings (First meeting 14 October).
- Association EDI Working Group – once every two months

OU meetings
- Student Voice Steering Group – four times a year.
- Student Consultation Management Group – four times a year.
- Chairing Student Voice Week organising group – once per month for 6 months of the year (June to November)
- National Student Survey Task Force – once per month for 6 months of the year (December to May)
- OU Digital Strategies Steering Group – monthly
- DSE Programme Board – four times per year
- OU Student Systems Delivery Board – four times per year
- OU Prevent Steering Group – four times per year
- OU Survey Systems Steering Group – monthly
Vice President Student Support
The Vice President Student Support has the responsibility of ensuring that the University provides the necessary support for students enabling them to study; as such it is a particularly wide-ranging remit.

The Vice President Student Support:

- Ensures the University is doing the utmost in reducing barriers to study.
- Works closely with the Association’s EDI and Student Welfare staff team and liaises with other volunteers and representatives on support-related matters.
- Acts as a champion and Trustee of our student charity, Open University Students Educational Trust (OUSET).
- Has responsibility for our Peer Support service.
- Chairs the Association’s Service Review meetings.
- Chairs the liaison meetings between Faculty Representatives and Student Support Teams

Key skills and attributes
In additional to the shared responsibilities for all CEC, you will need to possess, or be prepared to develop rapidly, the following:-

- The confidence to chair meetings.
- Willingness to engage with students through a range of platforms and to familiarise yourself with accessibility and support needs for students.
- Commitment to develop skills and knowledge appropriate to the role.

Training and support will be offered to any successful candidate.

Role Specific Essential information, including time commitment
This is a voluntary role which requires on average 15 hours a week, but is busier at some times. A standard DBS check will be required prior to the commencement of the role.
You must be willing and eligible to act as a Trustee of OUSET; you must therefore be eligible to act as a Charity Trustee.

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 VP Student Support
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 be attended online.

Association meetings
- Senate Reference Group – four times a year, usually Wednesday mornings (First meeting 14 October) Either VP Student Support or VP EDI attend.
- Association Service Review Meetings – five to eight times per year, dependent on need.
- OUSET Trustee meetings – once or twice a year

OU meetings
- Liaison meetings with student support teams – two to four times per year, dependent on need

Association Staff Support Link: Head of EDI and Student Welfare
**England Representative**

The England Representative has the primary responsibility of supporting the development of a student community in England and, where necessary, representing the views of students in England to the Central Executive Committee and the Open University.

The England Representative:

- Are the first point of contact and a public face of the Association to students studying in England and are prepared to communicate with students through a range of platforms.
- Supports students in providing local events such as meet ups, local volunteer projects and other initiatives. Takes a lead role in coordinating Freshers activities in their area.
- Closes the feedback loop on matters affecting students which are specific to England, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Supports the delivery of training to Community volunteers in England, working collaboratively with a range of staff and volunteers to ensure that appropriate support and guidance is provided.

**Key skills and attributes**

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

- A broad understanding of England-specific issues affecting students.
- 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 voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers or Student Voice week.

**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 Nation and Area Representatives**

Meetings are arranged as and when needed to provide training, host community sessions and to get involved in delivering freshers and other engaging student-led activities. Other Nation and Area Reps have found it beneficial to meet together on a semi-regular basis, along with VP Community to share best practice and ideas.

**Association Staff Support Link: Community Team (Community Projects Officer)**
Wales Representative
The Wales Representative has the primary responsibility of supporting the development of a student community in Wales and, where necessary, representing the views of students in Wales, including Welsh-speaking students, to the Central Executive Committee and the Open University.

The Wales Representative:
- Is the first point of contact and a public face of the Association to students studying in Wales and are prepared to communicate with students through a range of platforms.
- Supports students in providing local events such as meet ups, local volunteer projects and other initiatives. Takes a lead role in coordinating Freshers activities in their area.
- Closes the feedback loop on matters affecting students which are specific to Wales, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Works with the Policy and Public Affairs Manager regarding Nations external engagement, particularly related to devolved governments.
- Supports the delivery of training to Community volunteers in Wales, working collaboratively with a range of staff and volunteers to ensure that appropriate support and guidance is provided.
- Promote and share Welsh language, culture and history with all OU students, making students in Wales aware of Welsh language support available to them from the OU in Wales and promoting bilingual communication with OU student in Wales by the Association and University.
- Support the production of the monthly Newsletter for students in Wales.

Key skills and attributes
The post-holder will need to possess, or be prepared to develop rapidly, the following:-
- A broad understanding of Wales-specific issues affecting students.
- 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 voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers or Student Voice week.

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 Nation and Area Representatives
Meetings are arranged as and when needed to provide training, host community sessions and to get involved in delivering freshers and other engaging student-led activities. Other Nation and Area Reps
have found it beneficial to meet together on a semi-regular basis, along with VP Community to share best practice and ideas.

**Association Staff Support Link: Community Team (Community Projects Officer)**
Cynrychiolydd Cymru
Mae gan Gynrychiolydd Cymru'r prif gyfrifoldeb dros gefnogi y Gymdeithas i fyfyrwyr yng Nghymru a lle bo'n briodol, cynrychioli safbwyntiau myfyrwyr yng Nghymru, gan gynnwys myfyrwyr iaith Gymraeg, i'r Pwyllgor Gweithredol Canolog a'r Brifysgol Agored.

Mae Cynrychiolydd Cymru yn:
- Gweithredu fel y pwynt cyswllt cyntaf ac wyneb cyhoeddus y Gymdeithas i fyfyrwyr sy'n astudio yng Nghymru, ac mae'n barod i gyfathrebu â myfyrwyr drwy ystod o lwyfannau.
- Cefnogi myfyrwyr wrth gynnig digwyddiadau lleol fel cyfarfodydd, prosiectau gwirfoddol lleol a mentrau eraill. Ymgymryd â phrif rôl wrth gydlynu gweithgareddau'r Glas yn ei ardal.
- Cau'r ddolen adborth ar faterion sy'n effeithio ar ffyfrwywr sy'n benodol i Gymru, gan ddefnyddio ystod o gyfryngau priodol i sicrhau bod cymorth gyfrifol yn cael ei gynhyrchu.
- Gweithio gyda'r Rheolwr Polisïau a Materion Cyhoeddus wrth fynd i’r afael ag ymgysylltiadau allanol, yn benodol mewn perthnas a llywodraethau datganoledig.
- Cefnogi'r gwaith o gyflwyno hyfforddiadaith i wirconiadau Cymunedol yng Nghymru, gan weithio ar y cyd ag ystod o staff a gwirfoddolwyr i sicrhau bod cymorth ac arweiniad priodol yn cael ei gynnig.
- Hyrwyddo a rhannu'r Gymraeg, a'i diwylliant a hanes gyda myfyrwyr y Brifysgol Agored, gan sicrhau bod myfyrwyr yng Nghymru yn ymwbydol o'r cymorth Gymraeg mae’r Brifysgol Agored yng Nghymru yn ei gynnig, a hyrwyddo cyfathrebiadau dwyieithog rhwng myfyrwyr y Brifysgol Agored yng Nghymru a'r Gymdeithas a'r Brifysgol.
- Cefnogi'r gwaith o gynhyrchu'r Cylchlythyr misol ar gyfer myfyrwyr yng Nghymru.

Sgiliau a galluodd allweddol
Bydd angen i ddeilydd y swydd feddu ar y canlynon, neu fod yn barod i ddathlu’r sgiliau canlynon yng gyflyn:-
- Dealltwriaeth eang o faterion sy’n benodol i Gymru sy’n effeithio ar ffyfrwywr.
- Ymrwymiad i ddatblygu gwybodaeth a sgiliau bellach sy’n berthnasol i’r rôl.
- Dealltwriaeth eang o Gymdeithas y Myfyrwyr a’r Brifysgol Agored.

Caiff hyfforddiadaith a chymorth ei gynnig i unrhyw ymgeisydd llwyddiannus.

Gwybodaeth Hanfodol sy’n Benodol i’r Rôl, gan gynnwys ymrwymiad amser
Mae hon yn rôl wirfoddol sy’n galw am 10 awr yr wythnos ar gyfartaledd, ond sy’n brysurach ar rai adegau, fel yn ystod gweithgareddau’r Glas neu wythnos Llais y Dysgwr.

Mae hefyd yn bwysig eich bod yn darllen y ddogfen cyfrifoldebau a rennio, sy’n rhesedu agweddu ar y rolu a rennio y mae arweinwyr myfyrwyr etholedig i gyd yn ymrwymo iddynt ar ôl cael eu hethol i’r rôl.
Enghreifftiau o gyfarfodydd a fynychir gan Gynrychiolwyr Cenedl ac Ardal
Trefnir cyfarfodydd yn ôl yr angen i gynnig hyfforddiant, i gynnal sesiynau cymunedol ac i gymryd rhan wrth gyflwyno gweithgareddau’r glas a gweithgareddau diddorol eraill dan arweiniad myfyrwyr. Mae Cynrychiolwyr Cenedl ac Ardal eraill wedi cael budd o gwrdd yn lled-reolaidd, ynghyd â’r Dirprwy Bennaeth Cymunedol i rannu syniadau ac arfer gorau.

Dolen Cymorth Staff y Gymdeithas: Y Tim Cymunedol (Swyddog Prosiect Cymunedol)
Scotland Representative
The Scotland Representative has the primary responsibility of supporting the development of a student community for students living in Scotland and, where necessary, representing their views to the Central Executive Committee and the Open University.

The Scotland Representative:
- Is the first point of contact and a public face of the Association to students studying in Scotland and are prepared to communicate with students through a range of platforms.
- Supports students in providing local events such as online meet ups, volunteer projects and other initiatives. Takes a lead role in coordinating Freshers activities in their area.
- Closes the feedback loop on matters affecting students which are specific to those studying in Scotland, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Supports the delivery of training to Community volunteers in Scotland, working collaboratively with a range of staff and volunteers to ensure that appropriate support and guidance is provided.
- Works with the Policy and Public Affairs Manager regarding Nations external engagement, particularly related to devolved governments.
- To support the production of a monthly Newsletter for Students in Scotland.

Key skills and attributes
The post-holder will need to possess, or be prepared to develop rapidly, the following:-
- A broad understanding of Scotland-related issues affecting students.
- 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 voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers.

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 Nation and Area Representatives
Meetings are arranged as and when needed to provide training, host community sessions and to get involved in delivering freshers and other engaging student-led activities. Other Nation and Area Reps have found it beneficial to meet together on a semi-regular basis, along with VP Community to share best practice and ideas.
Association Staff Support Link: Community Team (Community Projects Officer)
**Ireland Representative**
The Ireland Representative has the primary responsibility of supporting the development of a student community for students living in both Northern Ireland and Republic of Ireland and, where necessary, representing their views to the Central Executive Committee and the Open University.

The Ireland Representative:
- Is the first point of contact and a public face of the Association to students studying in Northern Ireland and Republic of Ireland and are prepared to communicate with students through a range of platforms.
- Supports students in providing local events such as meet ups, volunteer projects and other initiatives. Takes a lead role in coordinating Freshers activities in their area.
- Closes the feedback loop on matters affecting students which are specific to those studying in Ireland, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Supports the delivery of training to Community volunteers in Ireland, working collaboratively with a range of staff and volunteers to ensure that appropriate support and guidance is provided.
- Works with the Policy and Public Affairs Manager regarding Nations external engagement, particularly related to devolved governments.
- To support the production of a monthly Newsletter for Students in Ireland.

**Key skills and attributes**
The post-holder will need to possess, or be prepared to develop rapidly, the following:-
- A broad understanding of issues affecting students in both Republic of Ireland and Northern Ireland.
- 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 voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers.

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 Nation and Area Representatives**
Meetings are arranged as and when needed to provide training, host community sessions and to get involved in delivering freshers and other engaging student-led activities. Other Nation and Area Reps have found it beneficial to meet together on a semi-regular basis, along with VP Community to share best practice and ideas.
Association Staff Support Link: Community Team (Community Projects Officer)
**International Representative**

The International Representative has the primary responsibility of supporting the development of a student community for students living outside of the UK and, where necessary, representing the views of International Students to the Central Executive Committee and the Open University.

The International Representative:

- Is the first point of contact and a public face of the Association to students studying outside of the UK and are prepared to communicate with students through a range of platforms.
- Supports students in providing local events such as online meet ups, volunteer projects and other initiatives. Takes a lead role in coordinating Freshers activities in their area.
- Closes the feedback loop on matters affecting students which are specific to those studying outside of the UK, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Supports the delivery of training to International Community volunteers, working collaboratively with a range of staff and volunteers to ensure that appropriate support and guidance is provided.
- To promote and share different cultures and history with all OU students, to create an inclusive culture and understanding of the different challenges and motivations for International Students.
- To support the production of a monthly Newsletter for International Students

**Key skills and attributes**

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

- A broad understanding of issues affecting students who are studying outside of the UK.
- 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 voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers.

This role is predominantly remote, and many meetings will occur within usual business hours for GMT time-zones, though we try to be as flexible as we can to support those on different time-zones.

Any travel for face-to-face meetings, will be negotiated upon election to 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 Nation and Area Representatives
Meetings are arranged as and when needed to provide training, host community sessions and to get involved in delivering freshers and other engaging student-led activities. Other Nation and Area Reps have found it beneficial to meet together on a semi-regular basis, along with VP Community to share best practice and ideas.

Along with other CEC members, the International Representative will attend CEC meetings four times per year, these meetings take place over weekends, and will generally be attended remotely by the International Representative.

Association Staff Support Link: Community Team (Community Projects Officer)
Wellbeing, Education and Language Studies (WELS) Representative

The WELS Representative has the primary responsibility for ensuring students studying within the faculty of Wellbeing, Education and Language Studies are represented regarding all areas of the student experience.

The WELS Representative:

- Are the first point of contact and a public face of the Association to WELS students and are prepared to communicate with students through a range of platforms.
- Have the opportunity to be members of the relevant Faculty Assembly or the Faculty Teaching Committee.
- Engage with Student Recruitment and Support Centers.
- Engage with faculty members and module teams about non-governance issues relating to student experience on modules.
- Seek faculty specific student views regarding learning and student experience and work with fellow volunteers and representatives to ensure that this is appropriately fed back to the University and to students.
- Close the feedback loop on matters affecting students which are specific to the faculty, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Have the option to be members of the Senate Reference Group.

Key skills and attributes

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

- A broad understanding of their Faculty and student needs within the different modules.
- 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, by both the Association and the University.

Role Specific Essential information, including time commitment

This is a voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers or Student Voice week.

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 Faculty Representatives

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 be attended online.

Association meetings
  • Senate Reference Group – four times a year, usually Wednesday mornings.

OU meetings
  • Faculty Assembly or Teaching Committee – three times a year

Association Staff Support Link: Volunteering and Representation Team
Business and Law (FBL) Representative
The FBL Representative has the primary responsibility for ensuring students studying within the Business and Law faculty are represented regarding all areas of the student experience.

The FBL Representative:

- Are the first point of contact and a public face of the Association to Business and Law students and are prepared to communicate with students through a range of platforms.
- Have the opportunity to be members of the relevant Faculty Assembly or the Faculty Teaching Committee.
- Engage with Student Recruitment and Support Centers.
- Engage with faculty members and module teams about non-governance issues relating to student experience on modules.
- Seek faculty specific student views regarding learning and student experience and work with fellow volunteers and representatives to ensure that this is appropriately fed back to the University and to students.
- Close the feedback loop on matters affecting students which are specific to the faculty, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Have the option to be members of the Senate Reference Group.

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

- A broad understanding of their Faculty and student needs within the different modules.
- 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, by both the Association and the University.

Role Specific Essential information, including time commitment
This is a voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers or Student Voice week.

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 Faculty Representatives
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 be attended online.

Association meetings
- Senate Reference Group – four times a year, usually Wednesday mornings.

OU meetings
- Faculty Assembly or Teaching Committee – three times a year

Association Staff Support Link: Volunteering and Representation Team
Open and Access Representative
The Open and Access Representative has the primary responsibility for ensuring representation of Association members on Open and Access programmes regarding matters that are specific to these programmes. Module-specific concerns for Open degree students are dealt with by the appropriate Faculty (FASS, STEM, FBL or WELS) FAR.

The Open and Access Representative:
- Are the first point of contact and a public face of the Association to Open and Access students and are prepared to communicate with students through a range of platforms.
- Has the option to sit on the LTI Teaching Committee.
- Engages with Open and Access programme staff, module teams and Student Support Teams about non-governance issues relating to student experience.
- Work with fellow volunteers and representatives to ensure that relevant information relating to their degree pathway or study experience is appropriately fed back to the University and to students.
- Has the option to be a member of Senate Reference Group.
- Is involved in induction for new students, including liaising with the University with regard to induction programmes for new Access, Level 1 and Credit Transfer students.

Key skills and attributes
The post-holder will need to possess, or be prepared to develop rapidly, the following:-
- A broad understanding of the Access and Open programmes
- 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 voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers or Student Voice week.

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 Faculty Representatives
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 be attended online.
Association meetings
  • Senate Reference Group – four times a year, usually Wednesday mornings.

OU meetings
  • Teaching Committee – three times a year

Association Staff Support Link: Volunteering and Representation Team
Arts and Social Sciences (FASS) Representative

The FASS Representative has the primary responsibility for ensuring students studying within faculty of Arts and Social Sciences are represented regarding all areas of the student experience.

The FASS Representative:

- Are the first point of contact and a public face of the Association to FASS students and are prepared to communicate with students through a range of platforms.
- Have the opportunity to be members of the relevant Faculty Assembly or the Faculty Teaching Committee.
- Engage with Student Recruitment and Support Centers.
- Engage with faculty members and module teams about non-governance issues relating to student experience on modules.
- Seek faculty specific student views regarding learning and student experience and work with fellow volunteers and representatives to ensure that this is appropriately fed back to the University and to students.
- Close the feedback loop on matters affecting students which are specific to the faculty, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Have the option to be members of the Senate Reference Group.

Key skills and attributes

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

- A broad understanding of their Faculty and student needs within the different modules.
- 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, by both the Association and the University.

Role Specific Essential information, including time commitment

This is a voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers or Student Voice week.

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 Faculty Representatives

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 be attended online.

Association meetings
- Senate Reference Group – four times a year, usually Wednesday mornings.

OU meetings
- Faculty Assembly or Teaching Committee – three times a year

Association Staff Support Link: Volunteering and Representation Team
Science, Technology, Engineering and Maths (STEM) Representative
The STEM Representative has the primary responsibility for ensuring students studying within the Science, Technology, Engineering and Maths faculty are represented regarding all areas of the student experience.

The STEM Representative:

- Are the first point of contact and a public face of the Association to STEM students and are prepared to communicate with students through a range of platforms.
- Have the opportunity to be members of the relevant Faculty Assembly or the Faculty Teaching Committee.
- Engage with Student Recruitment and Support Centers.
- Engage with faculty members and module teams about non-governance issues relating to student experience on modules.
- Seek faculty specific student views regarding learning and student experience and work with fellow volunteers and representatives to ensure that this is appropriately fed back to the University and to students.
- Close the feedback loop on matters affecting students which are specific to the faculty, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Have the option to be members of the Senate Reference Group.

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

- A broad understanding of their Faculty and student needs within the different modules.
- 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, by both the Association and the University.

Role Specific Essential information, including time commitment
This is a voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers or Student Voice week.

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 Faculty Representatives
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 be attended online.

Association meetings
  • Senate Reference Group – four times a year, usually Wednesday mornings.

OU meetings
  • Faculty Assembly or Teaching Committee – three times a year

Association Staff Support Link: Volunteering and Representation Team