

Deputy President

This is a paid full-time position on the Student Leadership Team 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 Student Leadership Team. Deputy President also has oversight of Post Graduate Research Student's experience, Volunteering and Complaints.

You will be a member of the OU Students Association Student Leadership Team (SLT), which is made up of all the successfully elected candidates from the Students Association elections (excluding Student Trustees) and serves as the collective voice of the OU student body. The SLT work together as a team over their two-year term to advocate on behalf of students, and to champion changes that will enhance and improve the OU student experience. Each member of the SLT has an individual portfolio, which determines their area of focus. However, Student Leaders will work together to agree on their team priorities and how they want to pursue them, sharing their challenges and achievements along the way.

Shared Responsibilities of all Elected Student Leaders

As a member of the Student Leadership Team, you become a crucial part of the Association's Student Leadership Team. Student members elect you to represent them, provide support, create a student community and uphold the mission, vision, and values of the organisation. All elected student leaders have the following shared responsibilities:

- To work as a team to support the [Association's mission, vision and charitable objectives](#).
- To truly harness the Students Association values of equality and inclusivity, openness, kindness and compassion, integrity, and collaboration.
- To attend initial onboarding sessions, the four official quarterly SLT meetings each year, monthly SLT huddles and the Association's biennial conference.
- To effectively communicate with fellow SLT members and the staff team who work in collaboration. This involves the regular use of official spaces and emails.
- Support, connect and work with other Association Volunteers and Representatives who are providing vital activities, services and events to members.
- To be the public face of the organisation involved in raising awareness, developing promotional materials, delivering presentations and hosting student facing sessions.
- Submit regular reports and blogs regarding your role, showcasing impact and engaging members, including contributing to the production of a biennial SLT report for Conference.
- Where possible, attend at least one Student Consultation meeting to engage with students.
- You will be committed to equality, diversity and inclusion.

- Act openly and responsibly and be prepared to be accountable for your actions.
- Respect confidentiality in any information which has been imparted to you in confidence and recognise the importance of this - if this information relates to a safeguarding matter, you must not keep it to yourself. Speak to a member of the Volunteering and Representation team should you have concerns.

The Deputy President's responsibilities

- 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 Student Leadership Team including liaising with appropriate staff teams to recommend training.
- Acts as the Deputy Chair of the Student Leadership Team
- Is a Trustee for the Association
- Has oversight of the Students Association's Volunteering Strategy
- Has delegated Authority from the President for overseeing the Association's student complaint process.
- Has the responsibility for ensuring that Research Students at the Open University are recognized and represented as part of our work.
- Is a member of various Association and University Committees.

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, full-time role contracted to a minimum of 37 hours per week, usually worked between 7 am and 7 pm with a need for flexibility to meet the requirements of the role. The role is predominantly Monday-Friday, but there is some weekend work to attend meetings or events.

Pay for this role is aligned to the Real Living Wage rate for London and is kept under review to ensure alignment is maintained. The post is currently remunerated at £25,742 per annum for

the first year of office. An incremental raise will be due in October of the second year of the term, (currently £26,444). These salaries are based on full-time hours.

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. Whilst most elements of the role can be undertaken from home, the role holder should expect some travel to fully fulfil the role requirements. Travel averages out at circa 1-2 days per week away from home. Areas of travel may be the OU offices in the nations, graduation ceremonies or meeting at Milton Keynes Campus. 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](#).
- A standard DBS check will be required prior to the commencement of 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 most meetings are hybrid or online.

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

Association meetings

- **Student Senate Reference Group** – A student group who meets ahead of Senate to discuss views on papers. This group helps inform the six members of Senate. They meet four times a year, ahead of the main Senate meeting.
- **Student Leadership Team meetings** – Formal SLT meetings to agree action taken by the Association on Student-facing issues and to discuss proposals to the Board of

Trustees when required. All formal business is covered in these meetings and these are mandatory except for unavoidable circumstances.

- **Monthly Student Leadership Team catch up** – a less formal but regular opportunity for the SLT to get together to discuss current issues, ideas and generally support each other in role. Lead by the President and Deputy President.
- **Appointments Committee** – this committee mostly carry out their decision making online via a dedicated MS Teams space, however, at least once a year over the summer there is often the need for an online meeting to confirm decisions on representative appointments. *Either President or Deputy President are members of Appointments Committee; and either President/Deputy President or VP Representation will chair this.*
- **Association Trustee meetings** – four times a year during the working week, with the need to attend occasional extra meetings to address urgent matters.
- **Non-Governance Panel** – Shares attendance with Deputy President

OU meetings

- **Postgraduate Liaison Group** – four times a year
- Regular catchups with OU department.

Dates for your diary

- Start date: Following elections, this role begins 'elect' on 1st July 2024, when onboarding training sessions and handover will commence. During this time, you will have opportunities to find out more and shadow your predecessor, who will remain in their role until 31 July 2024. You will then officially take over from the outgoing role holder on 1st August 2024.
- Specific President and Deputy President Induction will take place face to face week commencing 29th July and week commencing 5th August. Dates to be confirmed upon election.
- OU Students Association Conference – Milton Keynes – Saturday 15th June (optional)
- Onboarding and Handover weekend – Milton Keynes – July 12th – 14th
- Onboarding weekend – Milton Keynes – September 13th – 15th
- SLT meet quarterly on Saturdays, dates will be agreed by the incoming President and Deputy President upon the start of term.

Timeline for your onboarding

May 10th: Election results announcement

May 13th – June 30th: Welcome pack sent out with useful information and links to e-learning

June 15th: OU Students Association Conference (you are welcome to attend, but don't worry if you can't)

July 1st: Elected candidates take up 'Elect' roles and become Students Association volunteers

July 1st – July 31st: Onboarding and handover commences

July 12th – 14th: Onboarding and Handover weekend in Milton Keynes (a weekend for training, team building, and some handover with the outgoing Student Leadership Team)

August 1st: Official take over date from the outgoing role holders

August 1st – September 30th: Further training and support to build confidence in your role

September 13th – 15th: Onboarding weekend in Milton Keynes (a weekend to come together as a team now that you've had a bit of time in the role, and develop your team priorities for the 2024-26 term)

Further information

These remits are not exhaustive and specify the core responsibilities of Elected Student Leaders. They are subject to change dependant on circumstance and ongoing developments. There may also be items that fall across remits where postholders will work collaboratively.

Remits indicate the normal assignment of responsibilities, however, where both parties are agreed, role descriptions are not intended to prevent the sharing or transfer of relevant work for good reason and in the interest of supporting one another.