

EDUCATION OFFICER (Student Officer and Trustee)

Hull University Union.

HUU is a charity, helping students during their time at university to create change, gain new skills, access help and support when needed and – most importantly – have a great time! All of the profit we generate through our commercial services goes straight back into the student experience here.

Our mission statement is to enhance the lives of every person studying at the University of Hull by:

- Bringing you together;
- Offering you opportunities to develop;
- Representing and empowering you to make change.

HUU is run by students for students to ensure students studying at the University of Hull gain valuable life skills as well as the best education possible – and you can be a part of this.

Core Purpose.

The Education Officer is a Principal Officer of the Union; a Trustee of HUU and is a voting member of the Union Executive Committee. The Education Officer is responsible for the academic welfare, support and representation of students at the University of Hull. The Education Officer is head of the Education Zone and is to liaise with its officers on a regular basis.

Description of Specific Duties.

In representing HUU's members the Education Officer shall regularly report on progress through media with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

- Represent students on academic issues;
- Engage with students on a regular basis;
- Support part-time Officers and fellow Student Officers with their projects;
- Lead the Education Zone and support Faculty, Subject and Course Reps;
- Promote the election of Faculty, Subject and Course Reps;
- Consult with the student body on education issues that affect students on a local and national level with reference to changes that could impact upon them;
- Campaign on education issues that affect University of Hull students;
- Organise the Course Rep Forum and all fortnightly Education Zone meetings;

- Contribute to training of student volunteers and part-time elected officers;
- Ensure that the Education zone budget is not exceeded;
- Attend all relevant University Committee meetings and ensure student representation on all relevant working groups;
- Run campaigns on student issues and assist in campaigns that other officers may be running;
- Liaise with relevant HUU staff on issues affecting the student body.

Further particulars.

Hours of work: Variable, evenings and weekend work required in addition to core office hours.

Remuneration: £18,070 p.a.

Essential personal qualities.

- Committed to student democracy and representation
- Strong team working skills
- Leadership skills
- Dedication
- Flexibility
- Excellent verbal communicator
- Able to quickly master complex issues
- Responsiveness
- Able to handle confidential information

Benefits.

- Help shape the future for students at HUU
- Develop your communication, organisational, event planning, teamwork and leadership skills
- Additional training to develop your skills
- Regular 1-2-1s with your personal mentor and support from HUU staff
- Building relationships with university members of staff
- Training and handover from 18 June – 29 June 2018 before you take office on Friday, 29 June 2018