

# **LEAD KENT: VICE-PRESIDENT POSTGRADUATE AND INTERNATIONAL EXPERIENCE**

The Vice-President (Postgraduate and International Experience) will be the lead officer representing Postgraduate and International students. This role will lead on issues that are of concern to Postgraduate students; this may include postgraduate funding, training and support; academic issues such as supervision concerns and employment issues. This role will also lead on the specific issues that affect International students; ensuring that they receive an equitable academic and student experience and also supporting their adjustment to UK & University life. For both communities, the role will lead on welfare concerns such as finance and housing. Community development is also part of the role, including events and activities alongside both the Postgraduate and International students Network. Full-Time Officers represent the 16,000 students at the University. The successful candidate will be expected to represent all students in line with the 2010 Equality Act. This role will also be the lead for satellite campuses, MPCC (Mature, Part-time, Caring and Commuting) students and apprentices.

We are open to having this role as a part-time, flexible role if more suited for the elected candidate.

## **KEY RESPONSIBILITIES**

- To promote, extend and defend the rights of all students at the University of Kent.
- To act as a voice of students to Kent Union, the University and external organisations.
- To represent students on all matters that are relevant to both postgraduate and international students.
- To ensure that the officer team is working well together and that the work the team produces is to a high standard and meets students' needs.
- To lead on issues of postgraduate accommodation, wellbeing, education, training and employment.
- To lead on issues of international student experience and to support the international student community to the university and at a peer-to-peer level.
- To lead on supporting Kent's European satellite campuses and internationalisation work.
- To support and work in partnership with all postgraduate Student Reps, the Postgraduate Network and the International Students Network.
- To run campaigns on issues that are relevant to both postgraduates and international students and to assist in campaigns that other officers may be running.
- To work with other Full-time and Part-time Officers to benefit the lives of students at the University.

## **KEY RELATIONSHIPS**

- Deputy Vice-Chancellor (Research & Innovation)
- Dean of the Graduate School
- Dean of Europe
- Dean for Internationalisation
- Faculty Deans
- Associate Deans (Graduate Studies)
- Master of Darwin/Woolf College
- Director of Student Services
- Heads of School and School Administration Managers
- International Student Advisory Board
- Elected Kent Union Officers

## **IN A WEEK, YOU MIGHT...**

- You'll be working with Staff in the Mandela Student Centre in Canterbury with the other Full-time Officers to represent postgraduate and international students.
- You'll be the primary liaison between the Students' Union and the Postgraduate and International Students communities.
- Attend university committees meeting to discuss University finances and spending plans.
- Meet with the Representation & Democracy staff team to agree plans to improve student engagement and opportunities for Postgraduates.
- Working on the student priorities voted on, decided by the students you represent.
- Alongside other Officers, meet with University leaders to discuss issues affecting students.
- Meet with local leaders to lobby for improvements for students living in the local area.
- Work closely with the Chief Executive to oversee strategic planning.

## **PERSON SPECIFICATION**

All Full-time Officers should be committed to the purpose, objects, and values of Kent Union; Able to act reasonably and responsibly when undertaking their responsibilities; Able to analyse information and, when necessary, challenge constructively; Able to make collective decisions and stand by them; Firm supporters of equality of opportunity and committed to promoting diversity.

**Be Bold, Supportive, and Inclusive!**

## **KEY RESPONSIBILITIES AS A TRUSTEE**

As a Full-time Officer you will also be a Trustee; Trustees deliver the responsibilities detailed in the Terms of Reference of the Board of Trustees.

- Ensure that Kent Union acts in accordance with its charitable objects, constitution and other guiding documents and, in particular, remains true to its Vision and Values.
- Help Kent Union achieve its objectives and improve the lives of its members.
- Ensure that Kent Union complies with all relevant legislation and regulations, including relevant charity acts and education acts.
- Ensure that Kent Union does not undertake activities that put its financial stability, members or reputation at undue risk.
- Work with other trustees, staff and volunteers in a constructive manner and for the greater good of Kent Union.
- Participate fully in Board meetings and join one of the Board's Committees.
- Use their personal skills and experience to ensure Kent Union is well run and efficient.
- Seek external professional advice where there may be material risk to Kent Union or where the Trustees may be in breach of their duties, or at any other appropriate moment.
- Add value to the Board and Kent Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.
- Ensure decisions of the Board and its Committees take account of the needs and views of Kent Union's members.
- Ensure Kent Union considers the needs and views of all student groups, for example postgraduate, international and part-time students.
- Ensure effective communication between Kent Union and its members.