

**Chairs of School Job Description**

**Job Title:** Chair of London School

**Wage:** £11.21 - £13.68 per hour

**Hours of Work:** (on average) 5 hours per week for 36 weeks (or until studies are completed) of the year – to be worked flexibly.

**Contract Length:** 10 November – 1 June 2026

**Place of work:** York St John University London Campus, with occasional travel to the York Campus.

**Accountable to**: SU Student Voice Coordinator (Manager)

Student Council

**WHO IS ELIGIBLE?**

In order to be eligible to stand for this position, you must fulfil all of the following requirements:

* Be a current student who is a Member of the Students’ Union at York St John University at the point of appointment.
* Be a current student between September 2025 and June 2026.
* Be a student on a course within the London School.

**SCOPE OF DUTIES**

The Chair of School role is a lead representative of students at York St John University, ensuring the voices of students within academic schools are effectively represented throughout the Students’ Union and the University. You will be a member of various university committees and groups to ensure that the voice of the students that you represent is heard.

The Chairs of School represent the academic interests of all students within their School. They do this by gathering and reporting student feedback, and working with students and academic staff to resolve issues, encourage good practice, and enhance the learning experience for everyone in their School. The Chairs of School support the Students’ Union to make student life better for all students.

As a Chair of School, you will work with the wider Student Leadership Group of student representatives (President of Undergraduate Experience, President of Postgraduate Experience, Chairs of School, Chairs of Networks) to ensure that campaigns, projects and activities are effectively coordinated and executed to make positive change for students.

**MAIN RESPONSIBILITIES**

**Representation:**

* Represent your School community and the Students’ Union on University Committees and Groups.
* Gathering and collating feedback received from Course Reps to draw out themes and produce data-driven reports.
* Attend and support the Student Voice Coordinator to deliver training to Course Reps
* Promote the value of Student Voice by relaying what has been done with Course Rep feedback at a School level, helping to close the feedback loop.
* Communicate with Course Reps within your School via Microsoft Teams, sharing policy, campaign, project and activity updates.
* Plan and deliver events for Course Reps, encouraging engagement via participation in events, forums, discussions, etc.
* Meet monthly with the Dean of School and the School Learning and Teaching Lead to discuss opportunities and feedback from students about their academic experience within the School, ensuring that developments are fed back to members.
* Engage with Course Reps from all departments within the School to seek student feedback from all areas of the School.
* Create a monthly Course Rep Newsletter detailing developments, campaigns, projects and School and Students’ Union news.

**Democracy:**

* Be a member of the Student Leadership Group ensuring that feedback and ideas from the school you represent are shared with the Group to inform policy, campaigns, projects, and activities.
* Be a member of the Student Council (as a voting member), to raise and discuss important student issues, and act on the decisions of the Council.
* Be accountable to the Student Council, preparing activity and impact reports for each meeting.
* Communicate student feedback to the Student Council, the Executive Board, and university committees and departments.
* Attend YSJSU Annual and Extraordinary Student Meetings and support the Union’s democratic processes.

**Campaigning and Influencing:**

* Lead on campaigns and projects that are based on SU priorities to help create meaningful change to students and their university experience.
* Lead on research that informs policy change or campaigns, and co-create papers for committees that challenge the University and encourages positive change for students.
* Ensure that campaigns are data-driven with measurable impact.
* Speak to students within your School about what changes they would like to see.
* Work closely with the Student Leadership Group Students’ Union staff and university departments on the planning and delivery of campaigns and projects.
* Work with the Students’ Union and University to provide activities and events for students across the School community including Welcome, Refreshers, and throughout the year.

**SU Ambassadorship:**

* Encourage students to actively engage and participate with Students’ Union activities, including elections, forums, events, campaigns and Welcome/Refreshers.
* Be active as an ambassador for the Students’ Union by helping out with Welcome activities, key campaigns and projects.
* Positively promote the Students’ Union amongst the university community.

**Administration:**

* Attend committee paper-read sessions to prepare for University meetings.
* Ensure that HR policies and procedures are adhered to such as sick leave, work from home, etc.
* Ensure that committee and group papers are prepared and submitted on time.

**Benefits:**

As a Chair of School and a member of SU staff, you can expect the following:

* Support in your role from the Student Engagement Team.
* A flexible approach to work.
* An extensive induction programme and an ongoing training and development programme.

The Students’ Union is a Disability Confident Employer and holds Investing in People Silver Accreditation. Our values are grounded in equal opportunities and providing equity for all.

**PERSON SPECIFICATION**

**Job title: Chair of School**

The person specification focuses on the qualifications, experience, knowledge, skills, talents and attitude required to undertake the role effectively.

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| **Requirements** | **Essential** | **Desirable** |
| QUALIFICATIONS |  |  |
| Good basic education to A Level or equivalent | x |  |
| EXPERIENCE |  |  |
| Previous experience of office administration |  | x |
| Previous experience of working in a not-for-profit setting |  | x |
| Basic administration ability (e.g., use of Microsoft Office) | x |  |
| Understanding of student issues |  | x |
| Previous experience of coordinating groups |  | x |
| KNOWLEDGE & SKILLS |  |  |
| Excellent team working skills with a proactive and flexible approach | x |  |
| Excellent organisational and time management skills | x |  |
| Ability to work on own initiative | x |  |
| Excellent interpersonal skills | x |  |
| Empathy when working with students of all ages and backgrounds | x |  |
| Understanding of and commitment to, equality and diversity and the provision and inclusive services | x |  |
| TALENTS & ATTITUDE |  |  |
| Working together as a team | x |  |
| Approachability | x |  |
| Reliability | x |  |
| Commitment to Equal Opportunities and Integrity | x |  |
| Committed to working in a democratic environment | x |  |
| Achieving and delivering objectives | x |  |
| Empathy with working with students | x |  |
| Living our values | x |  |

Don't worry if you don't meet all of the criteria perfectly, if you're interested in the role and think you have what it takes to be a great Chair, we'd love to hear from you!