



## Chairs of School Job Description

<b>Job Title:</b>	Chair of the School of the Arts
<b>Wage:</b>	£12.48 – £14.62 per hour
<b>Hours of Work:</b>	(on average) 5 hours per week for 36 weeks of the year, to be worked flexibly.
<b>Contract Length:</b>	1 September 2026 – 1 June 2027
<b>Place of work:</b>	York St John University York Campus with possible occasional travel to the London Campus.
<b>Accountable to:</b>	SU Student Voice Coordinator (Manager), Student Council

### WHO IS ELIGIBLE?

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

- You are a current student who is a member of the Students' Union at York St John University at the point of appointment.
- You are a current student between September 2026 and June 2027.
- You are a student on a course within the School of the Arts.

### 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 and responded to.

The Chairs of School represent the academic interests of all students (both undergraduate and postgraduate) within their School. They do this by gathering and reporting student feedback through relevant channels, and by 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 (President of Undergraduate Experience, President of Postgraduate Experience, Chairs of School, Chairs of Networks, and Chair of Council) 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 at University and SU meetings such as formal Committees, project teams, and liaison groups.
- Support the Student Voice Coordinator to deliver training to Course Reps
- Communicate regularly with Course Reps within your School to hear feedback and share policy, campaign, project, and activity updates.
- Engage with Course Reps from all departments within the School to seek student feedback from all areas of the School.
- Gather and collate feedback received from Course Reps to understand and communicate key themes.
- Ensure Course Reps are informed of what has happened with the feedback they have shared.
- Plan and deliver events for Course Reps, encouraging engagement via participation in events, forums, discussions, etc.
- Meet regularly with an appropriate School contact to discuss academic feedback from students, ensuring that developments are fed back to members.

### **Democracy:**

- Be a member of the Student Leadership Group ensuring that feedback and ideas from your School are shared with the Group to inform policy, campaigns, projects, and activities.
- Be a voting member of the Student Council, raise and discuss important student issues at Council meetings, and act on the decisions of the Council.
- To be accountable to the Student Council, preparing activity and impact reports for each meeting.
- Communicate student feedback to the Student Council, SU staff, and appropriate university committees and departments.
- Attend YSJSU Annual and Extraordinary Student Meetings and support the Union's democratic processes.

### **Campaigning and Influencing:**

- Lead on relevant campaigns and projects to help create meaningful change to students and their university experience.
- Conduct research into students' academic experience that could inform policy change or campaigns
- Contribute to papers for University committees that encourage positive change for students.
- Work with the Student Leadership Group Students' Union staff and University departments on the planning and delivery of relevant campaigns and projects.

### **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 with key events, campaigns, and projects.
- Positively promote the Students' Union amongst the University community.

**Administration:**

- Attend paper-read sessions to prepare for University meetings.
- Ensure that committee and group papers are prepared and submitted on time.
- Ensure that HR policies and procedures are adhered to.

**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.
- 10% discount at all SU outlets.

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.

Requirements	Essential	Desirable
<b>QUALIFICATIONS</b>		
Good basic education to A Level or equivalent	x	
<b>EXPERIENCE</b>		
Previous experience of office administration		x
Basic administration ability (e.g., use of Microsoft Office)	x	
Understanding of student issues		x
Previous experience of leading a group or team		x
<b>KNOWLEDGE &amp; SKILLS</b>		
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, the provision and inclusive services, and upholding freedom of speech within the law	x	
<b>TALENTS &amp; ATTITUDE</b>		
Working together as a team	x	
Approachable	x	
Reliable	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!