



Chair of Student Council Job Description

Job Title:	Chair of Student Council
Wage:	£12.48 - £14.62 per hour
Hours of Work:	(on average) 2 hours per week for 36 weeks of the year, to be worked flexibly.
Contract Length:	1 September 2026 – 1 June 2027
Place of work:	York St John University York Campus
Accountable to:	SU Student Voice Coordinator (Manager)

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 studying at the York campus.

SCOPE OF DUTIES

The Chair of the Student Council role is the leader of the Student Council. The main duty of the Chair of Student Council is to ensure that the voices of different student groups (across both undergraduate and postgraduate courses and both campuses) are effectively represented throughout the Students' Union, University, locally and nationally.

The Chair of Student Council will coordinate and Chair Student Council meetings, ensuring that agenda items are discussed thoroughly and decision making at Council is student-focused.

The Chair of Student Council will ensure that there are mechanisms in place where students can give feedback on the performance of the Student Leadership Group and Students' Union as whole, ensuring clear lines of accountability.

MAIN RESPONSIBILITIES

Chair of Meetings:

- Chair all meetings of the Council, ensuring that items are discussed in an appropriate and timely manner.
- Set the agenda for all meetings of the Council, taking items submitted by Councillors and Students' Union staff.
- Ensure that all meetings are conducted in a fair and proper manner.
- Call additional and extraordinary meetings as required.

Governance, Democracy, and Representation:

- Be a member of the Student Leadership Group
- Represent the student voice at relevant University and SU meetings such as project teams and liaison groups.
- With the Students' Union staff team, create and implement mechanisms where students can have their say about Students' Union services and the Student Leadership Group.
- Write a summary report about the work of the Student Council to be submitted to the Trustee Board at the end of the academic year.
- Prepare for and chair the Annual Student Members Meeting, ensuring that all requirements of the meeting are met.
- Contribute as appropriate to papers for University committees that encourage positive change for students.

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.
- Attend all other events where representatives of the student body are expected to attend.

Administration:

- Ensure that HR policies and procedures are adhered to.
- Ensure that 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.
- 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 Student Council

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

Requirements	Essential	Desirable
QUALIFICATIONS		
Good basic education to A Level or equivalent	x	
EXPERIENCE		
Previous experience of office administration		x
Basic administration ability (e.g., use of Microsoft Office)	x	
Understanding of student issues		x
Previous experience of chairing meetings		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, the provision and inclusive services, and upholding freedom of speech within the law	x	
TALENTS & ATTITUDE		
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!