



## ROLE DESCRIPTION

### LUSU EDUCATION OFFICER 2025/2026

<b>Role Title:</b>	Education Officer
<b>Salary:</b>	£23,581 per annum (Grade 4S)
<b>Term:</b>	1 <sup>st</sup> July 2025 – 30 <sup>th</sup> June 2026
<b>Benefits:</b>	<p>25 days of annual leave plus Students' Union closure days at Christmas and Easter.</p> <p>Annual bus pass.</p> <p>FTO &amp; LCO Sugar Rush Card: allowing free entry for the post holder and two friends (T&amp;Cs apply)</p> <p>Totum Card.</p>
<b>Training &amp; Development:</b>	<p>Comprehensive training and induction Full-Time Officer training including NUS Lead &amp; Change.</p> <p>Coaching and mentoring by Students' Union and University senior leaders, and external professionals.</p> <p>Attendance at national events and conferences.</p> <p>Continuous on-going training and development, relevant to the needs of the individual and their aims.</p>
<b>Duties of the Education Officer:</b>	<p>The roles and duties of the Education Officer are:</p> <ul style="list-style-type: none"><li>• To be the lead student representative on academic and related issues concerning the development of the Undergraduate, Postgraduate Taught (“<b>PGT</b>”) and Postgraduate Research (“<b>PGR</b>”) experience to the University. Focusing on:<ul style="list-style-type: none"><li>○ Education policy development and implementation;</li><li>○ Quality assurance and enhancement;</li><li>○ Learning support, facilities and resources;</li><li>○ Future academic strategy;</li><li>○ Provision at associate and partner institutions in Lancaster and internationally;</li><li>○ Tackling inequalities within academia;</li></ul></li><li>• To understand the academic structural differences between PGT and PGR students and the issues they face which are different to those of Undergraduates;</li><li>• To be an active member of all relevant University committees to which the role is entitled and to network and liaise with the senior academic-related management staff, Faculty and School Deans, and the Student Registry and heads of academic related services;</li><li>• To facilitate and support the work of Academic Representatives and other relevant Student Groups by:</li></ul>

- Acting as the lead officer for the recruitment, training, development and promotion of Academic Representatives (including Lead and Faculty Representatives);
- Representing and ensuring effective collaboration with existing Union structures and the University regarding feedback including Co-Chairing the Student Feedback Committee with the Associate Academic Dean for Students;
- Facilitating and supporting the work of education and welfare officers on campaigns, and sign-posting them to relevant training and guidance where appropriate;
- Coordinating the development and delivery of Union campaigns relevant to the role; and
- Chairing the Academic Sub-Committee of the Union Assembly (if formed).

**Duties of all Full-Time Officers:**

All Full Time Officers are expected to undertake the following duties:

- Uphold and take responsibility for their own adherence to the Articles, Bye Laws, regulations and policies to ensure the effective governance and development of the Union;
- Engage with the wider membership, seeking feedback and input from Student Members and encouraging positive participation and involvement in the Union;
- Actively represent, both locally and nationally, the interests of the Student Members ensuring the needs of all students are represented and taking into account the diversity of the Union's membership;
- Serve as a Full Time Elected Officer Trustee on the Board and any subcommittee to which they are appointed, collaborating with other Trustees to ensure accountability of decision making and the financial and legal wellbeing of the Union;
- Subject to any restrictions set out in the Articles, carry out any other duties as may be assigned to the Full Time Officers by Referenda, Student Members' Meetings, the Board or the Union Assembly, if consistent with their elected role and terms of employment;
- Regularly report back to the Full Time Officer Group on their activities;
- Run and lead political campaigns that are relevant to their portfolio and work in collaboration with other officers and staff, ensuring that such campaigns do not in any way conflict with any of their duties as a Trustee or employee;
- Work collaboratively to support equality, diversity and inclusion in decision making and activities, with particular focus on students from liberation backgrounds, distance learners and mature students, and to promote issues on internationalisation and promote the integration of international students into the Union;
- Work collaboratively to engage, represent and support Postgraduate students;
- Deliver initiatives and activities, as individuals and collaboratively with other officers and staff members, which promote a positive state of student wellbeing and improve the student experience;
- Complete mandatory induction and training as well as continual development throughout the year in post;
- Ensure that any and all information derived from Board and Assembly meetings and business is not conveyed to any Union media outlets or to social media, whether used in a professional or personal capacity, or by anyone working under their supervision, without the express written authority of the Board of Trustees and/or the Union Assembly as applicable. (Failure to comply with this requirement may result in disciplinary action);
- Fulfil the specific Full Time Officer roles and duties as outlined in this Byelaw, the Trustee Byelaw and the Full Time Officer Group Bye Law;
- To maintain democratic procedures such as elections and Referenda, and ensure these remain student-focused, taking into account the diversity of the Union's membership;
- To maintain good governance through the Union's Article of Association and Bye Laws and periodically review the same to test whether they remain up to date, accessible, and relevant to the membership;
- To champion the ethical and environmental work of the Union, leading campaign, supporting student leaders, and making representations to internal and external bodies;

- To oversee the work of the Union in relation to employability projects; and
- Attend any sub-committees of the Board and the Union Assembly to which they are appointed (ex officio or personally).

To appoint from among their number:

- An officer responsible for deputising for the President;
- An additional Non-Executive Director (alongside the President) of L.U.S.U. Services Company Limited and L.U.S.U. Housing Limited;
- A lead officer to oversee sustainability programmes within the Union and chair relevant sub-committees; and
- A lead officer to oversee equality, diversity and inclusion programmes within the Union and chair relevant sub-committees.

Full Time Officers must keep a reasonable record of their activities (having due regard to the confidentiality of matters, including personnel related activities and University level confidential discussions), for the basis of a report to each Union Assembly in accordance with the Union Assembly Byelaw and Procedure for Union Assembly Byelaw.