

College Officer

(x4) - Role Description

College Officers are full-time employees at Arts SU and are paid a salary of £31,000 for a full academic year.

There are four College Officers, to reflect the UAL's four Colleges:

LONDON COLLEGE OF FASHION (LCF)

CHELSEA, CAMBERWELL & WIMBLEDON (CCW)

LONDON COLLEGE OF COMMUNICATION (LCC)

CENTRAL SAINT MARTINS (CSM)

College Officers are the lead representatives of the Students' Union and UAL students within their college. You will work with Arts SU, fellow Elected Officers, school and course reps, university staff and external organisations to represent the views and interests of students in your College. Based on this, you will also lead vibrant and engaging priorities or campaigns.

You will work closely with these groups to make positive changes for students and lead on the development of Arts SU activities, facilities and services to ensure these are accessible for all UAL students. Working with the Student Communities Officer, you will also provide opportunities for students to develop their creative practice.

Each College Officer will attend College Academic Committees, Student and Dean Forums and other College meetings as appropriate. You will use these meetings to champion the views of students in your College and develop a positive working relationship with College staff, identifying progress and shared priorities.

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Why become a College Officer?

If you're passionate about making UAL better, empowering students' voices, want to challenge and grow yourself and devise creative solutions to the challenges students face, get involved.

Benefits include:

- Salary of £29,000 for an academic year.
- Connect with students and staff across UAL and Arts SU.
- Develop skills in empowering creative voices, problem solving, communication, team working, commercial awareness, event planning and project management.
- Grow confidence in representing creatives within the Arts.
- Develop understanding of Arts education and the challenges facing students today.
- Attend socials with other elected officers and Arts SU staff and arts active events.
- Take part in training, networking and professional development opportunities and conferences provided both internally by Arts SU & UAL, and externally across the Higher Education sector.
- Shape the future of UAL and Arts SU.

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What do the College Officers do?

- Gather and represents the views, ideas and experiences of students in your College to the College, University and external organisations to improve the student experience.
- Leads priorities and/or campaigns based on the needs of students in their College, and support Arts SU campaigns.
- Attends and actively engages in College Academic Committees, Student Dean Forums, and holds and attends other College meetings as appropriate.
- Works with Arts SU to shape their work on liberation, equity, diversity, and inclusion, as well as the organisational strategic priorities.
- Oversees the direction, finances, staff and governance of the organisation at Trustee Board meetings in your role as an Arts SU Trustee.
- Supports key Arts SU events and campaigns such as Welcome Week, Elections, Exhibit, and Liberation Events including Black History Month, LGBTQ+ History Month, International Women's Day, and more.

What training and support will I receive?

- In-person and online training delivered by Arts SU staff, University staff, and external providers.
- Mentoring and Coaching from the Arts SU Senior Leadership Team and External Providers.
- Training Conferences & Socials internally and externally.

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What training and support will I receive?

- Regular catch ups with Arts SU staff to provide guidance and advice for the role.
- College/University committee support from Arts SU staff through briefings and attendance.

How do I become a College Officer?

- You must be a current UAL student or current Elected Officer who is rerunning to stand in the elections.
- As the role is full-time and paid, to fulfil this you must either take a year out of study or undertake it after completing your course.
- No previous experience needed; just enthusiasm and passion to improve the student experience at UAL.
- We encourage students with characteristics underrepresented in Higher Education to stand for this role, including Black UK-students, International students, disabled students, Women, LGBTQ+ Students, Trans Students, Commuter Students, Students with Caring Responsibilities and Part-time Students.
- Standing for Elected Officer roles open as part of the Arts SU Elections held in February/March each year via the Arts SU website.
- As a candidate in the election, you'll be supported by Arts SU staff through this process. You will receive guidance and resources to support your candidates.

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What we expect from you

- Attend in person and online training delivered by Arts SU.
- Attend and actively engage in College, University and SU meetings.
- Work effectively with the rest of the Elected Officer team, Arts SU staff, and University staff.
- Work 35 hours a week, including core office hours of Monday-Friday, 10am-4pm, and occasional weekend or evening work where required.
- Comply with all Arts SU regulations, policies and protocols.

What you can expect from Arts SU

- Timely information about activities e.g. meetings, trainings and events.
- Training and an open door if you have any questions or ideas about the role.
- Regular support from Arts SU staff to develop, monitor and deliver your priorities for the year.
- Support if you are struggling – we understand this can be a demanding role and we're available to work with you when needed.

If you have any queries about the role, you can get in touch with:

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Campaigns & Student Voice Coordinator
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