

## Casual Staff Role: Job Description & Person Specification

### Key Information

<b>Job Title</b>	Students' Union Council Chair
<b>Department</b>	Membership and Marketing
<b>Team</b>	Representation
<b>Reporting To</b>	Representation Coordinator
<b>Direct Management Responsibility</b>	N/A
<b>Location</b>	Roehampton Students' Union
<b>Salary</b>	£12.71 (excluding holiday pay) £14.24 (including holiday pay)
<b>Hours of Work</b>	Approximately 4-6 hours per SU Council meeting cycle (preparation, the meeting itself, and minutes), plus additional time for agenda setting, reviewing motions, and any extraordinary meetings. The role operates on a zero-hour basis, and actual hours will vary. Students' Union Council meetings occur once per academic term.
<b>Contract Type</b>	Zero-hours (in accordance with the needs of the organisation and the individual staff member), fixed-term.
<b>Eligibility</b>	You must be a Student Member of the Union for the full term of office (1 August 2026 – 30 June 2027) and remain enrolled at the University of Roehampton throughout.  You must not be a Student Officer of the Union, as defined by Byelaw 3.

### Purpose of the Role

Students' Union Council (also known as SU Council) is the Union's central policy setting body. It considers motions, debates proposals, receives Sabbatical Officer accountability reports, and may call referenda under Bye-Law 5.

The Students' Union Council Chair is responsible for chairing all SU Council meetings, ensuring that agendas and specific timings are followed, and that all representatives can have their voice heard. The Chair is central to the effective operation of SU Council, ensuring its democratic processes are conducted fairly, consistently, and in accordance with the Union's governing documents.

Alongside chairing meetings, the Chair works closely with the Sabbatical Officers (who serve as Deputy Chairs) and the Representation Coordinator to set agendas, review motions and amendments, and ensure that decisions are taken in line with Bye-Law 5 and the Articles of Association. The Chair also ensures that accurate minutes and records of decisions are produced and published following each meeting.

## **Independence of the Role**

Whilst the Chair is employed by Roehampton Students' Union on a casual basis and supported day-to-day by the Representation Coordinator, the Chair acts independently in the exercise of their chairing function. They are not subject to direction from any member of staff, Sabbatical Officer, or elected representative in how they chair meetings, rule on procedural matters, or exercise their discretion under Bye-Law 5.

In recognition of this, any matter relating to the governance exercise of the Chair's role including complaints about their conduct in meeting, concerns about their procedural judgements, or any challenge to their independence, will be escalated to the Chief Executive rather than managed through the standard line management relationship.

Employment-related conduct matters (such as timekeeping, conduct outside of meetings, or HR matters) are handled separately from any democratic accountability process.

## **The Right Candidate**

We are looking for a student who genuinely believes in the value of student democracy and the importance of student voice. The right candidate will approach the role with fairness, patience, and respect for every participant in the room, including those whose views they may personally disagree with.

They will stay composed and professional when discussions become difficult or contentious, and will be actively committed to making sure that all voices are heard and valued within SU Council's processes, particularly those of students from underrepresented groups

## **Key Responsibilities**

To help make this job description as clear as possible, we've included some of the primary responsibilities of the role. This is not exhaustive and reasonable additional duties may be required:

### Chairing and Meeting Management

- Chair all meetings of SU Council, ensuring agendas and timings are followed and that all members have a fair and equal opportunity to contribute.
- Hold a casting vote in the event of a tied vote. The Chair does not otherwise hold a vote at SU Council.
- Manage quoracy at meetings, determining whether the threshold for decision-making has been met and communicating clearly to members when decisions cannot be taken.
- Call and chair extraordinary meetings of SU Council where requested in accordance with Bye-Law 5.
- Support and empower SU Council members to hold Sabbatical Officers to account through the meeting process.

### Agenda Setting and Motion Review

- Work collaboratively with the Sabbatical Officers (as Deputy Chairs) and the Representation Coordinator to set the agenda for each SU Council meeting, determining the order of business and deciding which items will be scheduled for active discussion and debate in the meeting, and which will be noted or taken as read without discussion.
- Review submitted motions and, in collaboration with the Postholders and the Board's nominee, exercise discretion to accept, defer, or reject motions in line with Bye-Law 5.
- Review submitted amendments to motions, assess how significant each amendment is and what effect it would have on the original motion if passed, and determine the order in which amendments are considered at meetings.
- Rule on petitions submitted to SU Council, including ruling petitions out of order where they fall outside the Union's Objects, duplicate recent business, or would breach the Articles or law.

### Records and Administration

- Work with the Representation Coordinator to compile, review, and circulate papers and agendas to SU Council members in advance of meetings, observing the notice periods set out in Bye-Law 5.
- Ensure that accurate minutes of SU Council meetings are produced, approved, and published on the Union's website, including a record of individual member votes.
- Produce and circulate reports on the decisions and activities of SU Council as required.

### Governance and Process

- Ensure that all decisions taken by SU Council are made in accordance with Bye-Law 5 and the Articles of Association, and are accurately recorded and referred to the appropriate parties for implementation.
- Support the democratic processes of the Students' Union, upholding the integrity and independence of SU Council as a decision-making body.  
Act with impartiality at all times, maintaining independence from any partisan position within the Union's democratic processes.

### General Responsibilities

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's articles of association and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

## Training and Support

Roehampton Students' Union is committed to ensuring the Chair is well-equipped to carry out this role. You will receive:

- A structured induction covering SU Council's role, Bye-Law 5, the Articles of Association, and RSU's wider governance framework.
- Training in meeting facilitation and chairing skills, including managing procedure, quoracy, and motions.
- Ongoing support from the Representation Coordinator throughout your term of office.
- Access to relevant NUS or sector resources on student democracy and governance where available.

## Person Specification

Education & Eligibility	Essential	Desirable
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Must be a current University of Roehampton student for the 2026/2027 academic year.	X	
Must not be a Sabbatical Officer or Part-Time Officer of the Union during the term of office.	X	
<b>Experience &amp; Knowledge</b>		
Experience of working in an administrative, coordination, or governance support role (voluntary or paid).		X
Experience of chairing, facilitating, or leading structured meetings, discussions, or group processes.		X
Working knowledge of Students' Unions, student democracy, or the wider Higher Education sector.		X
Good understanding of how representation systems at Roehampton Students' Union work.		X
Understanding of equality, diversity, and inclusion principles and their application in a group or democratic setting.	X	
Understanding of issues impacting students' experience at University.	X	
<b>Skills &amp; Abilities</b>		
Excellent verbal communication skills, including the ability to manage and facilitate discussion in a group setting clearly and confidently.	X	
Strong written communication skills, including the ability to produce accurate, clear, and concise minutes and reports.	X	
Ability to manage conflict, de-escalate difficult discussions, and apply procedure fairly under pressure.	X	
Ability to act impartially, setting aside personal views and affiliations, when overseeing the Union's democratic processes.	X	
Ability to build and maintain relationships with a range of stakeholders, including elected officers, student representatives, and staff.	X	
The ability to work independently on your own initiative, and co-operatively within a team environment.	X	
Demonstrated ability to handle confidential information with discretion and professionalism.	X	
Proficient user of Microsoft Office (Word, Excel, Outlook) or equivalent tools.	X	
<b>Values &amp; Behaviours</b>		
Demonstrates behaviours consistent with our organisational values of being Student-Focused, Transparent, Supportive, Bold, and High Quality.	X	

