

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Intern -Students' Association Officer
Post Holder	
Accountable To	Quality Improvement Manager
Responsible For	Student Association President and Student Officers
Department	Quality and Development

Overall Purpose of Job

To coordinate the delivery of effective student representation through the provision of ongoing support to Borders College Students' Association, Student Officers, and the Student Representative System.
To participate in the coordination of student activity that supports a high level of engagement both on campus and online.

Main Duties and Responsibilities

To:

- Coordinate operational planning of the Students Association and support Student Officers to actively inform these processes
- Ensure there is student representation on all appropriate college committees and user groups.
- Support induction and training activities for new Student Officers
- Provide ongoing advice and support to all Student Officers
- Use a range of communication channels to raise the profile of the Students Association
- Run the elections for sabbatical and voluntary Student Officers each year
- Support Student Officers to build communities, increase engagement, run events, and achieve change.
- Organise and support representation at meetings including the Student Experience Committee and Student Association Officer Team Meeting.
- Attend internal college meetings as appropriate.
- Develop and maintain contacts with colleagues within other Student Associations
- Attend meetings with Sparqs, and NUS to keep up to date with relevant national and local developments and good practice
- Be a point of contact and liaison between the Students Association and college staff or other external bodies; and through this build good

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relationships and promote partnership working with institutional staff and local organisations

- Regularly update and maintain the BCSA section on the Student Portal
- Signpost enquiries where appropriate to other services

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Qualification at SCQF Level 9 in management, project development and leadership or an associated discipline with demonstration of a genuine interest to progress the work of the Borders College Student Association.	Essential
HND or above in a relevant discipline	Desirable
KNOWLEDGE	Essential or Desirable
Good understanding of the challenges faced by students.	Essential
Good understanding of the current Further and Higher Education sector in Scotland	Desirable
Understanding of the development and running of Students' Associations	Desirable

EXPERIENCE	Essential or Desirable
Experience working with young people/students/youth work.	Essential
Experience working in voluntary sector and/or representational role	Desirable
Experience writing and delivering training	Desirable
Experience of project or event management	Desirable
Undertaking research to inform recommendations for action	Desirable
Development and implementation of operational processes and procedures	Desirable
Effective project management/initiatives	Desirable

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Management of multiple priorities and tasks	Essential
Excellent written and verbal communication skills	Essential
Effective problem-solving skills	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering, and using PC and associated platforms.	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to attend conferences, meetings, and networking opportunities	Essential
Ability to work occasional evenings and weekends	Essential
Commitment to enhancing the college and wider student community	Essential

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential