

# General Secretary

## What does the General Secretary do?

As General Secretary, you would be one of LSESU's four full-time, paid Sabbatical Officers. The Sabbatical Officers represent all students and lead on major campaigns, strategic developments, projects and events.

Specifically, your role involves negotiating and setting the agenda with the School and LSESU. As the external face of LSESU, you will deal with press and media enquiries and will represent LSESU when liaising with external organisations.

You will actively promote the ideas and needs of students and lead on the development and delivery of campaigns.

You will also sit on School decision-making bodies, including the Court of Governors; Council; Finance Committee; Equality and Diversity Committee; and Estates Committee, which is concerned with the purchasing and preparation of new buildings at LSE.

You will also be Chair of the Trustee Board, which has the ultimate legal and financial responsibility for the Students' Union, as well as Chair of the Executive Committee, which is responsible for defending the rights of student members and campaigning on issues affecting them.

You will also attend NUS National Conference during Lent Term to represent the students of LSE nationally.

## You should nominate yourself if ...

- You are passionate about making a difference to the student experience at LSE, and about improving both the School and your Students' Union.
- You're interested in being the voice for students during their studies at LSE both to the School and the wider world
- You want to develop your communication, organisational, event planning, teamwork and leadership skills
- You're interested in gaining experience working in the third sector including sitting on a trustee board
- You have the ideas and desire to make a change

**As the role involves being a member of the Trustee Board, you cannot have been convicted of an offence involving deception or dishonesty (unless the conviction is spent), and you cannot have a history of bankruptcy.**

### Time commitment

You will hold the post from the start of July 2018 until the end of June 2019. Before this date, it is likely that you

will work with current officers on some projects, and you will go through a period of handover shortly before the post begins.

Hours are full-time, but flexible. You will also have to work outside of these hours from time to time, meeting students, attending events or conferences.

### Training and support

- LSESU staff will support you in your role and you will receive:
- Ongoing job-specific training throughout the year
- Individual training to suit your needs
- Opportunities to attend conferences and external training days

### Benefits

- Salary for this role is recalculated every year. It includes a Cost of Living Allowance based on the London Living Wage
- 25 days holiday + Christmas and bank holidays
- Free gym membership
- Looks great on your CV
- Develop your communication, organisational and leadership skills
- Take action on something you're passionate about
- Make a long lasting impact on student life at LSE

### How to nominate yourself

- Go to [www.lsesu.com/democracy/elections](http://www.lsesu.com/democracy/elections) and fill out a nomination form.
- The deadline for nominations is available on this page. We cannot accept nominations after this time.
- If you have any questions or if you would like more information about these roles, please email Engagement Co-ordinator Rhodri Roberts at [r.roberts3@lse.ac.uk](mailto:r.roberts3@lse.ac.uk).