

General Secretary



Full-time, 1-year fixed term contract | Paid role

July 2019 to June 2020

Are you ambitious? Looking for a new challenge? Do you want to lead at the highest level?

As General Secretary, you'll 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 LSE 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.

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

Previous General Secretaries have worked on introducing a social mobility and class officer, running a career focused mentoring scheme and agreed multiple partnership schemes with LSE.

Responsibilities:	How you'll do it:
<ul style="list-style-type: none">• Chair the LSESU Trustee board• Sit on LSE decision making panel, including Court of Governors.• Collect student feedback to present to LSE directors around school wide changes.• Run campaigns and projects to better student experience at LSE.• Work closely with the other elected officers on central campaigns• Provide students with frequent updates through multiple methods including end of term reports	<ul style="list-style-type: none">• Spend a lot of time talking to students• Work closely with the other elected officers and with LSESU staff to implement your priorities• You'll establish great working relationships with LSE staff• Lead and develop campaigns and projects• Attend Executive and Trustee Board meetings• Sit on LSE committees• Work with the relevant LSESU staff teams to support your communications• LSESU staff will brief you to ensure you are well informed before meetings

Training and support:	Benefits:
<p>LSESU staff members are here to support you throughout your time in your role. The organisation has an annual full-time officer training budget to ensure you develop transferrable skills throughout your time working with us.</p> <ul style="list-style-type: none">• Project management• Negotiation skills• Individual training to suit your needs• Opportunities to attend conferences and external training• Successful chairing skills• Public speaking• Budgeting skills	<ul style="list-style-type: none">• Salary is recalculated every year based on London living wage and LSE students' average graduate salary• 25 days holiday per year, plus Christmas and bank holidays• Free gym membership• Develop your communication, organisational and leadership skills• Act on something you're passionate about• Make a long-lasting impact on student life at LSE• Looks great on your CV <p>Please note: Any student can apply for this role. However, 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.</p>

Time commitment:	Any questions?
<p>Hours are full-time but flexible. From time to time you will also have to work outside of these hours, meeting students, attending events or conferences.</p>	<p>Email Rhodri Roberts, Engagement Co-ordinator, at r.roberts3@lse.ac.uk or the current General Secretary at su.generalsecretary@lse.ac.uk.</p>