GENERAL SECRETARY

Being an officer in the SU provides you with a portfolio of transferable skills that are highly valued by employers. It allows you to make improvements within LSE and join national campaigns.

What will you influence and achieve?

The General Secretary is responsible for leading the Students’ Union. They are the external face of the SU and work with organisations such as NUS and ULU, and deal with press enquiries and media requests. They partake in negotiations with the school, and set the agenda between the School and the SU. They sit on the most important committees, including the Board of Trustees which plans for the strategic future of the SU.

As General Secretary, you would be one of the Students’ Union four Sabbatical Officers responsible for representing students at LSE and helping to initiate change within the University. The Sabbatical Officers head up the Union, acting as Trustees of the organisation and taking a lead on major campaigns, strategic developments, projects and events. You will act as an advocate of the Students’ Union, supporting involved students, protecting student welfare, promoting student activities, and working to improve the student experience.

In addition to role specific responsibilities, Sabbatical Officers decide collectively who will lead on certain other projects and areas; i.e. – ethical & environmental work, sexual health awareness campaigns, work with Halls of Residence, Freshers’ activities, SU Bars & online shop, inclusion.

Time Commitment and salary:

If elected, you will hold the post from the start of July 2013 to the end of June 2014. Before this date, it is likely that you will work with current officers on some projects and you will be required to go through a period of ‘handover’.

You will be expected to work at least 37 hours a week including our core office hours of 10am – 4pm. There are a number of occasions when you will be required to work outside of these hours; meeting students, attending events or conferences. You will be entitled to take 25 days annual leave as well as bank holidays throughout the year.

Who can nominate themselves for this position?

Any member of the LSESU (any student). No previous experience is required, but lots of enthusiasm and a willingness to learn are essential!

Due to the Trustee aspect of this opportunity and the nature of that role, 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.

What will you be doing?

As General Secretary you will liaise regularly with the University senior management, working to improve standards for all students at LSE. You will represent the SU and the students in the press, to external organisations, and at national events. You will work across the executive, chairing the meetings and providing the Part-time Officers with support and encouragement. You will take the lead in the financial management of the SU by chairing the Board of Trustees, and managing the Chief Executive.
How you will do it

- Spend a lot of time talking to students
- Work closely with the other elected officers
- Work closely with LSESU staff to implement your priorities
- Work with officials from within the school and external organisations
- Develop & sustain a good working relationship with University staff
- Lead relevant campaigns
- Attend Student Executive Meetings & other relevant SU meetings
- Attend most important University meetings

Training and Support

- SU Staff & Sabbatical Officers will support you in your role and you will also receive:
  - Training just before Easter, and more during the Summer
- Additional project specific and optional training sessions like ‘How to Chair a Meeting’, ‘Negotiation Skills’, ‘Presentation Skills’

Useful previous experience & attributes

- Be a student
- Enthusiastic about changes at LSE
- Passionate about making LSE better
- Experience of leading a group
- Good communication, organisation and delegation skills
- Looks great on your CV!
- Develop your communication, organisation and leadership skills
- Knowledge of the SU and LSE
- Develop your teamwork experience
- Self-management & time management skills

Who will you be talking to?

- Key University staff about the issues that students care about.
- Students about the latest SU campaigns and your priorities
- SU staff about your projects and campaign issues
- Liaising with officials from external organisations
- Media and press contacts
- European Council
- Civil Service (fast track scheme)
- The government (many MPs used to be SU officers)
- Large charities and NGOs
- Graduate schemes
- Within the student movement – an SU, university or NUS

Benefits:

- Where have previous sabbs found jobs?

- Any questions?

See our FAQs document or email the Democracy Coordinator on l.pedley@lse.ac.uk

This description is only intended as the beginning to help you understand what it's like to be a candidate. If you are thinking that something at LSE could improve, that you want to develop your employability, that you have some ideas about a new project or approach that should be implemented, then consider standing!