GENERAL SECRETARY
2014 - 2015

PURPOSE

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.

KEY RESPONSIBILITIES

WHAT YOU WILL BE DOING

As General Secretary, you would be one of the Students’ Union’s four full-time paid 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’s, supporting involved students, protecting student welfare, promoting student activities, and working to improve the student experience.

You will negotiate and set the agenda between the School and the SU. As the external face of the SU, you will deal with press enquiries and media requests and represent the Union when liaising with external organisations. You will sit on the most important committees, including chairing the Board of Trustees, which plans for the strategic future of the SU.

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 the new buildings.
TIME COMMITMENT

If elected, you will hold the post from the start of July 2014 to the end of June 2015. 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.

Hours are flexible, however you will be expected to work at least 37 hours a week including our core office hours of 10am - 4pm. From time to time you will also have 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.

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 University meetings

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.

TRAINING & SUPPORT

- SU Staff will support you in your role and you will receive:
  - Ongoing job specific training throughout the year
  - Individual training to suit your needs.
  - Opportunity to attend conferences and external training days
USEFUL PREVIOUS EXPERIENCE & ATTRIBUTES

• Be a student (you do not need to be graduating this year. The School allows you to take a year out of your course)
• Passionate about making LSE better
• Experience of leading a group, for example on a society committee
• Good communication, organisation and delegation skills

BENEFITS

• Salary is £26,582
• 25 days holiday + Christmas and bank holidays
• Free gym membership
• Looks great on your CV!
• Develop your communication, organisation and leadership skills
• Take action on something you’re passionate about
• Make a long lasting impact on student life at LSE

WHERE HAVE PREVIOUS OFFICERS FOUND JOBS?

• 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

ANY FURTHER QUESTIONS

Email the Engagement Coordinator Laura Burley on L.A.Burley@lse.ac.uk, or the current Officer on su.generalsecretary@lse.ac.uk