



## **BPP Job Description**

<b>Job Title</b>	<b>Student President</b>
<b>Department</b>	<b>Group Education Services</b>
<b>Location</b>	<b>London Waterloo</b>
<b>Contract type</b>	<b>Full time and fixed term</b>
<b>Hours of work</b>	37.5
<b>Reporting lines</b>	Reporting to Head of Students' Association with no direct reports.

### **Job Purpose**

BPP University Students' Association offers an independent voice for BPP students and works closely and collaboratively with BPP University to continuously improve the student experience and put students at the heart of everything they do.

We are excited to share with you this opportunity to become the President of BPP Students' Association. The role of the President is to act as an independent voice for BPP University students and to help facilitate the representation of the views and interests of BPP University students on matters relating to their academic experience. The President works closely and collaboratively with all members of BPP University staff, including members of the Senior Management and Executive team to shape policy and improve the student experience. You can find out more about the Students' Association at <https://www.bppstudents.com>

This unique role will expose you to all areas of BPP University and give you the opportunity to develop your communication, presentation, commercial, leadership and management skills. Some examples of roles our former Presidents have gone on to achieve because of their experience in this unique role include Head of Student Experience for BPP, Head of Registry Operations and Barrister at one of the top London Barristers Chambers.

### **Key Responsibilities**

1. Academic Committees. To represent student opinion and deliver papers where required at BPPs internal formal Academic committees.
2. Student Voice Reps and Elections. Recruit and train new Student Voice Representatives.
3. Work with the Head of Students' Association to co-ordinate all Student Voice Representatives and ensure they attend all training sessions and committee meetings as required.

4. Student Written Submission & Regulatory/professional bodies. Organise and facilitate the annual Student Representatives' Away Day and produce the annual 'Student Written Submission'.
5. Meet with and represent the views of students to Regulators and Professional Bodies such as the Quality Assurance Agency who will routinely visit BPP University.
6. Focus Groups and Student Staff Liaison Committees - Work with the Head of Students' Association to conduct focus group sessions with BPP University students throughout the year across all programmes at all centers to gain students' feedback on issues relating to the student experience.
7. Assisting with the collation of student feedback
8. Active promotion of Programme and Module Surveys to increase response rates.
9. Offer general help and support to students, and referring on to the relevant people and teams as necessary
10. Represent and promote the Students' Association as required at meetings and events.
11. To abide by BPP University Independent Students' Association Memorandum of Understanding, and Association and University Policies and Procedures always.
12. To work flexibly and efficiently and to always promote a positive image of BPP University Independent Students' Association. **Details of the Students' Association are available on [www.bppstudents.com](http://www.bppstudents.com)**

### **Skills & experience - Essential**

- Must be a previous BPP University student who has completed a BPP University programme
- Able to act independently and balance the views/needs of students and the University as an organisation.
- Have excellent written and verbal communication and presentation skills.
- Have a strong ability to work collaboratively and with different departments in BPP University centres nationally.
- Pro-active in driving change and gathering feedback.
- Willing to speak up on behalf of students.
- Self-starter who can work without intensive direct supervision.
- Ability to communicate feedback in an effective, collaborative, and professional manner and inspire change; and
- To have a flexible approach to work and to undertake any other duties which may be required.
- To be an ambassador and example to the students at the University.
- To keep abreast of relevant national and local development, changes in legislation and good practice. Attend training events where necessary.
- To always aspire to the highest standards of customer care and in conjunction with other relevant staff to identify and respond to student needs.
- To work efficiently and promote a positive image of BPP University Students' Association at all times.