**About the Role**

The Full Time (FTO) Education Officer is a student from UCB elected to represent and promote the interests of students to create change on all relevant education issues. They lead the Guild’s work on education and teaching issues in the University, College, locally and nationally.

**Responsibilities**

As the Education Officer you will:

* Promote students’ academic interests in University/College committees
* Work to promote and develop the Course Rep system
* Be the main point of contact alongside the Education Part Time Officers (PTO) for representatives or students organising on academic issues
* Work with academic student societies
* Lead with support from the Education PTOs on collecting student feedback, and sharing with students the changes made in response
* Work closely with student groups to help them engage with Guild democracy and structures, supporting them to achieve their full potential
* Lead the Guild’s campaigns on relevant education issues alongside the Education PTOs
* Develop partnerships to support students’ education with other Students’ Unions, community groups, and the National Union of Students (NUS)
* Be an active member of the Executive committee, working with other Officers to make sure students at UCB know that the Guild has got their back, will help them find their people, and ultimately shape their life
* Work collaboratively with the Education PTOs as a team to share and widen the work of the Education Officer team
* Remain up to date with relevant current affairs that impact the education sector and that may impact UCB students’ education

**Your Role as a Trustee**

The Guild of Students is a registered charity, committed to helping students leave UCB at their personal best. As an elected Full Time Officer, you will become a Trustee to oversee the charitable running of the Guild alongside students and external specialists. As a trustee you will be expected to:

* Promote the purpose, vision, aims and objectives of the Union
* Act in accordance with the Trustees’ Code of Conduct
* Abide by the laws of the United Kingdom and by the Guild’s Constitution
* Attend about 4 Board meetings a year, as well as training and induction. You'll also attend Subcommittees
* Prepare for Board Meetings by reading through papers and materials, which you will receive support to do
* Keep in regular contact via email with the other Trustees