



Chairs of Networks Job Description

Job Title:	Chair of International Students Network
Wage:	£12.48 - £14.62 per hour
Hours of Work:	(on average) 5 hours per week for 36 weeks of the year, to be worked flexibly
Contract Length:	October 2026 – 1 June 2027
Place of work:	York St John University York Campus
Accountable to:	SU Student Communities Coordinator (Manager), Student Council

WHO IS ELIGIBLE?

To be eligible to stand for this position, you must fulfil **all** of the following requirements:

- You are a current student who is a member of the Students' Union at York St John University at the point of appointment.
- You are a current student between September 2026 and June 2027.
- You identify as part of the community that the Network represents.
- You are studying at the York campus.

SCOPE OF DUTIES

The Chair of Network role is a lead representative of students at York St John University, ensuring the voices of different student groups are effectively represented throughout the Students' Union, University, locally and nationally. You will be a member of various University committees and groups to ensure that the voice of the students that you represent is heard and responded to.

The Chairs of Networks represent specific communities of students (both undergraduate and postgraduate and across both campuses) at the University. They do this by gathering and responding to feedback from the students they represent, and using this feedback to run campaigns, projects, and activities to enhance the student experience in partnership with the Students' Union. The Chairs of Networks support the Students' Union to make student life better for all students.

As a Chair of a Network, you will work with the wider Student Leadership Group (President of Undergraduate Experience, President of Postgraduate Experience, Chairs of School, Chairs of Networks, and Chair of Council) to ensure that SU campaigns, projects and activities are effectively coordinated and executed to make positive change for students.

MAIN RESPONSIBILITIES

Representation:

- Represent your community of students and the Students' Union at University and SU meetings such as formal Committees, project teams, and liaison groups.
- Communicate regularly with your Network to share policy, campaign, project, and activity updates.
- Gather data-driven feedback from Network members to inform campaigns and policy changes.
- Plan and deliver events and activities for the Network, such as social sessions and discussion forums, with support from the Students' Union.
- Meet regularly with key members of University and SU staff to discuss feedback from Network members about their student experience
- Ensure that changes, updates, and responses to feedback are appropriately communicated to Network members
- Maintain an inclusive and welcoming spaces for members of the Network.

Democracy:

- Be a member of the Student Leadership Group ensuring that feedback and ideas from your Network are shared with the Group to inform policy, campaigns, projects, and activities.
- Be a voting member of the Student Council, raise and discuss important student issues at Council meetings, and act on the decisions of the Council.
- To be accountable to the Student Council, preparing activity and impact reports for each meeting.
- Communicate student feedback to the Student Council, SU staff, and appropriate University committees and departments.
- Attend YSJSU Annual and Extraordinary Student Meetings and support the Union's democratic processes.

Campaigning and Influencing:

- Lead on relevant campaigns and projects to help create meaningful change to students and their university experience.
- Conduct research into the student experience that could inform policy change or campaigns.
- Contribute to papers for University committees that encourage positive change for students.
- Work with the Student Leadership Group, Students' Union staff and University departments on the planning and delivery of relevant campaigns and projects.
- Work with the Students' Union and University to deliver activities and events for the Network.

SU Ambassadorship:

- Encourage students to actively engage and participate with Students' Union activities, including Elections, Forums, events, campaigns, and Welcome/Refreshers.
- Be active as an ambassador for the Students' Union by helping with key events, campaigns, and projects.
- Positively promote the Students' Union amongst the University community.

Administration:

- Attend paper-read sessions to prepare for University meetings.
- Ensure that committee and group papers are prepared and submitted on time.
- Ensure that HR policies and procedures are adhered to.

Benefits:

As a Chair of Network and a member of SU staff, you can expect the following:

- Support in your role from the Student Engagement Team.
- A flexible approach to work.
- An extensive induction programme and an ongoing training and development programme.
- 10% discount at all SU outlets.

The Students' Union is a Disability Confident Employer and holds Investing in People Silver Accreditation. Our values are grounded in equal opportunities and providing equity for all.

PERSON SPECIFICATION

Job title: Chair of Network

The person specification focuses on the qualifications, experience, knowledge, skills, talents and attitude required to undertake the role effectively.

Requirements	Essential	Desirable
QUALIFICATIONS		
Good basic education to A Level or equivalent	x	
EXPERIENCE		
Previous experience of office administration		x
Lived experience of the work relating to the Network	x	
Basic administration ability (e.g. use of Microsoft Office)	x	
Understanding of student issues		x
Previous experience of coordinating activities/events		x
KNOWLEDGE & SKILLS		
Excellent team working skills with a proactive and flexible approach	x	
Excellent organisational and time management skills	x	
Ability to work on own initiative	x	
Excellent interpersonal skills	x	
Empathy when working with students of all ages and backgrounds	x	
Understanding of and commitment to equality and diversity, the provision and inclusive services, and upholding freedom of speech within the law	x	
TALENTS & ATTITUDE		
Working together as a team	x	
Approachable	x	
Reliable	x	
Commitment to Equal Opportunities and Integrity	x	
Committed to working in a democratic environment	x	
Achieving and delivering objectives	x	
Empathy with working with students	x	
Living our values	x	

Don't worry if you don't meet all of the criteria perfectly, if you're interested in the role and think you have what it takes to be a great Chair, we'd love to hear from you!