



STUDENT UNION ELECTION PACK

Term: 2024-2025

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Introduction

The Student Union is a way for your voice to be heard. Our aim is to give all students an experience at NPTC Group that is 'more than just an education'. Becoming a member of the Student Union will give you the opportunity to meet new people and to learn new skills.

All students are members of the Student Union. The Student Union is run by an Executive Committee, which consists of a team of elected student officers (also known as Executive Officers) in dedicated roles including President, Secretary, and Events Officer. These are students who have been elected by the student body to represent them. Their term of office this year will run from 22nd October 2024 until 31st July 2025.

This Election Pack is designed to help you in your journey as a Student Union Officer nominee. You can find out about the Student Union positions and responsibilities and get a better understanding of the role of the Executive Committee.

Election Timeline

Election Nomination forms are currently available from reception and student services areas.

Student Union Election Timeline 2024	
Date	Activity
16 September	Election Campaign packs made available. Election notification prepared
23 September-4 October	Nominations open
7-11 October	Election campaign
14-17 October	Voting
21 October	Declaration

The benefits of being a Student Union Officer

Personal growth

The skills and experiences you gain through the Student Union will enrich you as a person, teaching you important life skills and boosting your self-confidence. This is your chance to show the world – and yourself – the great things that you're capable of!

Make a difference

You have the opportunity to make decisions and affect real change: shaping the College's future. Collectively you will be leading an organisation that has over 14,000 members! You can use your voice to make the College a great place to study for everyone.

Employability

Student Union experience is an excellent way to enhance your CV and your UCAS application, making you stand out from the crowd when applying for jobs. In today's highly competitive job market, qualifications aren't always enough. Experience as a Student Union Officer can give you the edge over other job applicants.

Experience

You will gain experience of attending meetings, managing budgets, communicating and leading people, running campaigns, project management, working with a wide range of people, decision-making, being creative, working to deadlines, and showing determination. You will learn how to build networks, work as a team and achieve great things together.

A supportive environment to grow.

The Student Union is supported by the Senior Student Involvement Wellbeing and Inclusion Officer, who will work with you to provide you with the training and guidance you need to thrive. You will have access to free training and development opportunities in a friendly and encouraging environment, where you will be supported to succeed in your role.

Job Descriptions

Deciding which role is for you

This year we have three paid roles – President, Higher Education Officer, and Equality and Diversity Officer. These roles pay £3000 each. You will receive one payment of £1500 once you are elected, and £1500 at the end of July upon successful completion of your duties. Your pattern of work will be agreed upon with a supervising member of staff, who will also work with you to set goals for your term of office and keep you on track with these goals.

We also have sixteen roles listed below, which have a much smaller time commitment and are more flexible. We will also be able to compensate these roles at the end of summer term.

All Officers will represent the interests of students at NPTC Group of Colleges, promote student voice and Student Union activities, and encourage students to participate in these activities. You will work closely with the Senior Student Involvement, Inclusion and Wellbeing Officer (SSIIWO) and the rest of the Student Union Executive Committee to achieve these aims.

You will be in these roles from 22nd October 2024 until 31st July 2025.

President (Paid role)

Roles and Responsibilities:

The President will act as the face of the Student Union and will chair the Executive committee. You may be required to talk at events, lead meetings, represent students across the group, and work with college working and management groups. The President will be invited to become a Student Governor and sit on the Board of Governors.

Who will this Officer be responsible to: The Governing Body, College Senior Management Team, the rest of the Executive Committee, and the Senior Student Involvement Wellbeing and Inclusion Officer.

Time Commitment: Up to 6 hours per week

Higher Education Officer (Paid role)

*You must be a Higher Education student to take on this post.

Roles and Responsibilities:

You will represent HE students across the Group, and hold campaigns and initiatives on issues that matter to HE students.

Who will this Officer be responsible to: College Senior Management Team, the rest of the Executive Committee, the Higher Education Manager, and the Senior Student Involvement Wellbeing and Inclusion Officer.

Required Time Commitment: Up to 6 hours per week

Inclusion Officer (Paid role)

Roles and Responsibilities:

You will ensure students are given equal opportunities, promote equality and diversity to all students, run events and campaigns, and work closely with the Senior Diversity Officer.

Who will this Officer be responsible to: College Senior Management Team, the rest of the Executive Committee, and the Senior Student Involvement Wellbeing and Inclusion Officer.

Average Time Commitment per month: Up to 6 hours per week

Vice President (Paid Role)

Roles and Responsibilities:

Deputise for the President in their absence. You may be required to talk at events, lead meetings in your relevant field, represent students across the group and work with external organisations. You will also work closely with the Student Support Team.

Who will this Officer be responsible to: The President

Average Time Commitment per month: 8 Hours

Campus Officer X8 (1 per campus)

Roles and Responsibilities:

You will be responsible for working with Students to communicate the work of the Union. You will represent students on your campus and bring any campus-specific issues to the SU, working with the SU on events and campaigns that will have a positive impact on the students from your campus.

Average Time Commitment per month: 4 Hours

Finance Officer

*You must be 18 years old by July 1st 2024 to take on this post.

Roles and Responsibilities:

You will be responsible for overseeing the Union's budget and monitoring cashflow. In this role, you will work closely with the college Finance Manager. As part of this role, you will be required to undergo Finance training.

Average Time Commitment per month: 8 Hours

Secretary

Roles and Responsibilities:

It will be your responsibility to arrange meetings, organise the Union's administration including meeting paperwork, and accurately record data including minutes. The secretary will be a point of contact and liaison person.

Average Time Commitment per month: 8 Hours

Events Officer North

Roles and Responsibilities:

You will organise events for the Union in Brecon and Newtown, such as election awareness events, social events and other appropriate events. You will work closely with the Events Officer South to align activities across campuses.

Average Time Commitment per month: 4 Hours

Events Officer South

Roles and Responsibilities:

You will organise events for the Union in the South Campuses, such as election awareness events, social events and other appropriate events. You will work closely with the Events Officer North to align activities across campuses.

Average Time Commitment per month: 4 Hours

Marketing Officer

Roles and Responsibilities:

You will be responsible for marketing the Student Union activities and campaigns, and raising awareness of the SU, including designing posters, posting social media messages, and keeping SU information up to date on Moodle and the website.

Average Time Commitment per month: 4 Hours

Sports Officer

Roles and Responsibilities:

You will promote sport and exercise at the college, oversee the running of college sports activities, and work closely with the Senior Officer for Health and Wellbeing.

Average Time Commitment per month: 4 Hours

Societies Officer

Roles and Responsibilities:

You will work with students to establish student societies, and work with the societies to ensure they are running well and are well publicised.

Average Time Commitment per month: 4 Hours

Education Officer

Roles and Responsibilities:

You will work with the Senior Student Involvement Wellbeing and Inclusion Officer and the Student Rep Network to make sure students have a voice on their education and assist with education-related issues and campaigns.

Average Time Commitment per month: 4 Hours

Nominations

It's easy! Follow these 3 steps...

1. Fill in your details in the application form at the back of this pack and sign the Election Code of Conduct (pages 8 - 10).
2. Get 2 people to support your application by signing your nomination form - these are called the proposer and the seconder and can be students or staff (page 8).
3. Email it all over to student-union@nptcgroup.ac.uk, along with a good-quality photo of yourself. This photo will be used on SU Election publicity.

Campaigning Guidelines

Manifesto

In order to communicate your ideas for change you need to put forward your plans for the year ahead. Your manifesto should include what your strengths are and why they make you a suitable candidate for the role. You should also include a few of your main ideas. Manifestos have a 500-word limit so capture your audience by being clear and concise with your words. A digital version of your manifesto will be available to all students via Moodle.

Publicity

You are entitled to 20 free copies of your manifesto and 25 free copies of your poster (A4) printed by Student Support Staff. All materials must include your name and the position you are applying for, The Student Union logo (Available from Moodle); The dates and times of the elections). You are also allowed any reasonable method of promotion at your own expense. All candidates will be displayed on Moodle. Word of Mouth is free promotion! Be careful when using social media, remember to protect yourself, your image and other students.

If you would like to design a poster with a photo, some text and a slogan to support your campaign, email your poster to studentsupport@nptcgroup.ac.uk, stating 'UNION ELECTION POSTER AND MANIFESTO' and your campus in the subject. Don't forget to include your Student ID number.

What is a manifesto?

A manifesto tells people why you want to represent them and why they should vote for you; it sets out your ideas and plans. Your manifesto needs to say why you think you would be a good, elected representative and what you would do if elected. All manifestos will be uploaded to Moodle for students to read.

Why do I need to write a manifesto?

- It helps convince students to vote for you.
- It sets students' expectations of what you're hoping to achieve.
- It helps set your priorities for the year ahead.
- It helps staff support you in your role.

Top tips for writing a good manifesto:

- Start with what you want to change
- Make sure your plans are SMART (specific, measurable, achievable, relevant, time-bound)
- Describe the benefits of your ideas
- Use clear language and grammar/spell-check
- Use a photo of yourself so people know what you look like
- Stay focused – don't waffle to fill space
- Don't talk about your opponents
- Talk about your strengths that make you a good candidate for the role
- Talk about your relevant experience such as working with the Student Union or clubs/societies in the past.

Ideas for what to include in your manifesto

Need some inspiration for your manifesto? Take a look at previous manifestos on the [Student Union Elections Moodle page](#).

Campaigning

Encourage students to vote for you in the elections by campaigning. You can either print out your manifesto, or design a poster for your campaign, and put these up around your campus. The poster must include your name, the position you are applying for, and the Student Union logo. You are entitled to 20 free copies of your manifesto and 25 free copies of a poster (A4) printed by Student Services Staff. You are also allowed any reasonable method of promotion at your own expense. All candidates will be displayed on Moodle. Word of Mouth is free promotion! Be careful when using social media, remember to protect yourself, your image and other students.

Election Nomination Form 2024



Details of Nominee

Name: _____

Student ID: _ _ _ _ _

Campus: _____

Email : _____

Signature: _____

Date: _____

Details of Proposer

Name: _____

Student ID: _ _ _ _ _

Campus: _____

Email : _____

Signature: _____

Date: _____

Details of Secunder

Name: _____

Student ID: _ _ _ _ _

Campus: _____

Email : _____

Signature: _____

Date: _____

MANIFESTO

Your name and student ID:	
Your college:	
Position you are running for:	
Supporting statement: Tell students a bit about yourself, and why they should vote for you. Please include information about: <ul style="list-style-type: none">• Why you want to run for this position• What you will do if you are elected (i.e. your plans or objectives)• Contributions you have previously made to school or college life• Achievements to date• Outside interests and hobbies (maximum 500 words)	

Remember to attach a clear photograph of yourself when you submit this form.

Code of Conduct for elections

1. The Code of Conduct recognises that members have a right to freedom of speech and to campaign. Students must behave properly at all times whilst representing the College and the Union.

In this code a breach of discipline includes (but is not limited to):

- 1.1 Failing to abide by the College Student Code of Conduct.
- 1.2. Failing to abide by the Colleges Equal Opportunity Policies;
- 1.3. Damaging any property, whether deliberately or negligently;
- 1.4. Acting without due regard for the safety of others;
- 1.5. Acting with dishonesty or with intent to defraud;
- 1.6. Imparting to the press, television or radio, or any agency thereof, any expressly confidential material about the Union or any of its members or Officers, unless prior permission has been granted by the Executive Committee;
- 1.7. Incurring unauthorised expenditure, not approved by the Executive Committee for your own election campaign materials;
- 1.8. Bullying and harassing behaviour.

Terminology

Union: a group of people there to represent its members, a voice, team, network

Election: a vote, people can make a decision as to who represents them

Nominee: a person who wants to be elected

Officer: a person who has a specific role

Executive Committee: The main group of Student Union officers

I have read and agree to abide by the Code of Conduct for the Student Elections.

Nominee Print Name _____

Nominee Signature _____

Date _____