**VOLUNTARY ROLE DESCRIPTION**

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| Role title: | Target Schools President |
| Location: | The role will volunteer primarily across the City of Oxford and Oxford SU’s main office (currently Worcester Street, Oxford) |
| Expected hours: | 6-8 hours per week, flexible |
| Department: | Student Engagement |
| Reporting to: | Student Engagement Manager |
| Volunteers reporting to this role: | Target Schools Executive |

**Role Purpose**

To lead the Executive of Target Schools to meet its objectives of; inspiring and supporting able prospective students who might be put off by the damaging myths and stereotypes about Oxbridge, and encourage student participation in access and outreach initiatives.

The post holder will have the opportunity to work across all Students’ Union departments, and with the Senior Leadership Team.

**Expectations**

* Chair Target Schools Executive Committee and General Committee meetings.
* Directly manage Target Schools Vice Presidents and sub-committee heads.
* Work closely with the Student Engagement Team and Vice President Access and Academic Affairs to ensure clear communication between Target Schools and Oxford SU.
* Develop Strategic Plans for each area of Target Schools.
* Evaluate Success of Programs, Projects, Events and other Target Schools Initiatives.
* Promote the Target Schools Brand within the University and represent Target Schools externally.
* Coordinate Target Schools Teams/Officers and connect them externally to create positive outcomes.
* Develop new projects and initiatives to continue to grow Target Schools.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Currently a matriculated student at the University of Oxford. |  |
| **Experience** |  | * Experience leading a team. * Experience of project planning and management. * Working in successful partnerships with a range of stakeholders. |
| **Skills,**  **Knowledge & Expertise** | * Excellent oral and written communication/presentation skills. * Excellent organisation skills. * Assertiveness, with consideration and awareness of your team’s constraints. | * Good use of Microsoft Office, especially Excel spreadsheets. |
| **Values & Behaviours** | * A demonstrable commitment to our organisation’s values. * Strong commitment to, and understanding of the principles of equality, diversity and inclusion. * Commitment to carrying out Target Schools’ Mission Statement. |  |

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| **Date Completed:** | 12/10/2020 |