

GSA Students' Association

*Glasgow School of Art Students' Association
20 Scott Street
Glasgow
G36PE*

Scottish Charitable Incorporated Organisation No. 44061

Welcome from the Glasgow School of Art Students' Association (the Association) and thank you for registering an interest in the post of Executive Manager.

We are a registered Scottish Charity and independent Students' Association which supports and promotes the interests of its student members while studying at Glasgow School of Art (GSA).

The Students' Association is also committed to widening access to education and the arts. We believe in offering space and support to a range of artists regardless of their resources or experience. We are particularly committed to offering opportunities to our student members.

We want everyone to feel welcome in every activity and service we provide and have an ongoing and self-critical commitment to accessibility, safer spaces and active opposition to all forms of discrimination.

Our Charitable Objectives, contained in our Constitution and Rules, are:-

- To promote the welfare and interests of all our members
- To provide a forum for opinions, an active social space, a network for creative development and a venue for entertainment

- To support the opinions, interests and activities of our members
- To improve services for and in support of our members

How we do this

Our charity is overseen by a Board of Trustees comprising student representatives and some externally recruited people who provide extra skills and support. Each year we receive a Block Grant from GSA which is used to support all our activities including employing staff, financing sabbatical posts and supporting exhibitions, societies, projects and events.

Our programme and much of the use of our funding is overseen by the Student Representative Council (SRC) which is an integral part of the Association structure. The SRC also comprises a Programming Committee, a Funding Committee and a Societies Committee. Our two annually elected sabbatical posts – the Student President and the Events Convenor chair these committees with support from our Student Engagement Team.

The SRC also functions as an independent student representative body at GSA and campaigns and supports student initiatives as well as being a forum for debate. The SRC is appointed through the Class Representative system and also from members at the Association AGM.

Our Values

We have core values which guide all of our working practices and these are :-

Respectfulness

Supporting

Rewarding

Progressive

Student Led

Areas of Operation and Expertise

- Sabbatical roles of President and Events Convenor elected by the Student Body with representation of student views at all levels of GSA governance and management.
- Promoting the charitable aims of the Association through high standards of governance within the Association's legal structure and rules
- Campaigning on GSA, Local and National issues
- Promoting student involvement at all levels in the Association and within the local community in Glasgow
- Support for the Student Representative Committee through co-ordination, representation and assistance.
- Working with GSA at all levels – Board, Management and Staff – to ensure a good partnership with mutual support
- Working to achieve best use of resources given to the Association by GSA or through other means, to support the charitable aims and objectives of the Association
- Conduct of Sabbatical Elections, promotion and support for Freshers Week and larger programmed events like the Degree Shows.
- Academic Quality work within the Association to ensure educational development and curriculum reform, as well as programming and events and projects aligned to student's academic development and staff/student collaboration.
- Continuing development and support for Student Societies.

- Representing sustainability and environmental concerns at the Association and promoting sustainability
- Promoting equality, diversity and inclusion for students within the Association.
- Promoting initiatives and events focused on students' wellbeing.
- Building digital capacity within the Association for the benefit of students

Background to the Post of Executive Manager

The academic year 2019/20 has been a year of substantial change for the Association.

For the last 10 years, we have occupied substantial premises in Scott Street, Glasgow which has comprised bars, meeting places, project spaces for student led exhibitions and a music/event venue, as well as the Association offices.

The Association Charity had a trading subsidiary which enabled the Assembly Hall complex to be run as a profit-making company with all surpluses going back to the Charity for the benefit of our activities.

In 2018 the adjacent MacIntosh Building caught fire for the second time, after which there was a significant period of business interruption. By 2019, while the Assembly Hall had reopened and business interruption insurance had helped the situation, the trading subsidiary was operating at a substantial loss such that the Charity had no option but to liquidate the company. Our plans to re-occupy the building since then and enable student activities and events again have been severely disrupted by Covid 19 such that sabbaticals and staff are working from home and the Assembly Hall is currently out of use.

The Association has used this time however to regroup and re-organise, with the principal action being to recruit new Charity Trustees to provide external support for the student and sabbatical members of the Board.

The next important step for us is to recruit to the new post of Executive Manager of the Association. Our Sabbatical Officers and our Student Engagement Co-ordinators have undertaken the substantial burden of guiding the Association through some difficult times, but with the support of GSA, we now recognise the need to recruit an enthusiastic experienced individual who is committed to our values and those of our inclusive, eclectic and wonderfully creative student body.

While a business head is essential, we also want someone who can work with our Board, sabbaticals, staff team and students, who is honest and open and who can provide the leadership to ensure the Association's vibrant and inclusive future.

We will then undertake a shortlisting process to match applications to our requirements, after which we will let you know if you have been successful at being selected for interview. The equalities monitoring form will be used anonymously to let our Board know if we have been successful in attracting a wide and diverse range of candidates to apply.

If you are shortlisted, we will notify you as soon as possible with an interview date. We will also inform you of the interview board will comprise the Student President and other Association representatives.

If you are successful and are offered the post, we would like you to start as soon as practicably possible so the offer will be subject to a satisfactory start date and also satisfactory references from your nominated referees.

Please do not hesitate to contact Alessandro Marini our Student President for 2020/2021 using the email address above who will be delighted to answer questions and give further information about the post

We look forward to your application

Warm wishes

Ale and the Team

Application Process

If you believe you fit the bill for the post and want to apply, please complete the appended application form (CV's will NOT be accepted) and diversity monitoring form (to ensure we have attracted a wide range of great candidates from all backgrounds) and send it to :

recruitment@theartschool.co.uk by Midnight on Sunday 27th September.

We will let you know as soon as possible whether you have been selected for interview by Zoom and the composition of the interview panel.

Thank you for considering a job at GSA Students' Association

EXECUTIVE MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

Reports to:- Board of Trustees through Student Association President

Salary Range:- £38,000 - £45,000

Full Time Permanent Position – 37.5 hours per week

JOB DESCRIPTION

1. Job Purpose

To support the Board of Trustees and elected student Sabbatical Officers in operating Glasgow School of Art Student's Association (the Association) as an effective charitable organisation promoting the welfare and interests of all students of GSA. To provide management and support for the Association's staff. To supply strategic advice and formulate the creation and implementation of the Association's business plan, including utilisation of all Association resources and in particular, premises controlled and managed by the Association.

2. Job Scope

Overall responsibility for the effective running of the Association, for the full benefit of students in accordance with the Association's mission statement.

Overall responsibility for the management, welfare and support of the Association's staff

Overall responsibility for management of the Association's annual budget, including budget setting and compliance with all finance obligations

Overall responsibility for providing support services to the Board and Sabbatical Officers, including all statutory filing of documentation with OSCR

3. Main Responsibilities

3.1 Strategy

To work in collaboration with the Board of Trustees (the Board) to provide strategic direction of the Association through the formulation of clear plans and policy documents to further the aims and values of the Association and the welfare and interests of students.

To report regularly to the Board on progress in implementing plans and any reviews required

To keep the Association and its officers informed of national issues affecting Student Associations and Unions within the UK

3.2 Management

To manage and support the Association's staff body by setting clear work objectives, reviewing and assisting with progress and providing motivation and leadership.

Undertaking appraisals and recognition of good work, as well as identifying training needs and resolving work issues.

Making the workplace at the Association a creative, happy environment where people are encouraged to do their best.

3.3 Sabbatical Officer Support and Development

To work with the elected Sabbatical Officers to follow through on all aspects of their manifesto commitments and develop goals and objectives to be fed into business planning and budgets

To oversee the delivery of induction and handover procedures for retiring and new Sabbatical Officers

3.4 Communications

To be responsible for an effective communications strategy which ensures all students and staff are well informed of all the Association and Board activities, while also enabling students and the Student Representative Council to have clear and open ways to communicate with the Association.

3.5 Budgets and Financial Reporting

To enable efficient delivery of financial services such as payroll and management accounts to the Association, in partnership with GSA finance staff or other financial service providers.

To ensure basic bookkeeping processes are in place including purchasing and invoicing procedures, use of accounting software and ability to obtain information for financial reporting. To work up a basic procurement system for commissioning of goods and services for the Association.

Production of an annual budget in collaboration with staff and sabbaticals for submission to the Board and to GSA for affirmation of the Block Grant arrangements and any negotiations to finalise the Associations Annual Income

To produce regular management accounts for reporting regularly to the Board and to GSA on the financial position of the Association

Working with the Association's auditors to produce audited annual accounts for submission to GSA and OSCR – the office of the Charity

Regulator in Scotland, and action on any recommendations from auditors.

3.6 Commercial Services

To incorporate a strategy for delivering commercial services for the Association in the medium term, to make best use of the Association's assets such as the Assembly Building.

3.7 Relationship Building and Knowledge Building

To be an effective and strong advocate for the Association to a wide range of bodies including GSA, the local community and Glasgow Council

To build and maintain a network of contacts within the UK student Union body

To take part in events and training to keep abreast of knowledge and developments within the sector.

3.8 Risk Management

To operate a risk management strategy within the Association to ensure all strategic decisions by the Board and Officers are taken when informed of potential risks and opportunities.

3.9 Other

To undertake any other reasonable tasks commensurate with the role and remuneration as required by the Student President and Board.

To implement and comply with the standards and procedures as set out in the Association Staff Handbook and in particular standards of honesty, integrity and openness.

To undertake personal development and training where identified

4. Key Relationships

Internal – The Student President and other Sabbatical Officers, the Permanent Staff, the Board of Trustees, the Board and Management of the School of Art and the Student Representative Council

External – Senior staff in other Student Unions and National Student bodies, local community and Glasgow City Council.

5. Other Information

This post is subject to a six-month probationary period

Details of pension and annual leave arrangements are detailed in the Association Staff Handbook

This post may require some evening or weekend work

PERSON SPECIFICATION

EXECUTIVE MANAGER

Person Specification - Experience

Characteristic	Description	Essential	Desirable
Education	Qualifications	Degree Level	Honours in relevant subject
Ongoing Training and Development	Evidence of relevant and recent Management and Financial training	Demonstrable commitment to continuing Professional Development	
Experience	Management of a small team in a leadership role	Line Management Experience	Higher Education role
	Business planning Formulation and delivery	Delivering plan objectives and effective reporting	Understanding of commercial risk and implementation of commercial opportunities
	Setting and managing budgets, and reporting on financial goals and progress	Financial planning, including resource allocation, and income maximisation.	Experience of RCUK and other funders application and reporting systems
	Experience of working with a Board of Directors or Trustees	Providing strategic advice and direction	Working for a Charity or Student's Association
	Working with a number of partners and interests	Representation and advocacy.	Accountability to membership body

Person Specification – Knowledge and Skills

Characteristic	Description	Essential	Desirable
Effectiveness	Interpersonal and communication skills	High degree of tact and diplomacy	
	Competency in writing and reporting	Ability to write clear, concise reports in a number of media	Ability to speak with enthusiasm and clarity to different audiences
	Digital literacy and IT skills	Web/Internet use and financial management systems.	Knowledge of Productivity suites (Microsoft Office, Google for work)
Knowledge - Legal	1.Current HR legislation and practice 2.Charity and other governance issues. 3.Standards around managing, protecting and reusing information	Fully aware of information security best practice and data protection principles. Aware of all external legal obligations and duties in running organisations	Knowledge of Higher Education legislation and legal requirements
IT	Knowledge of college systems and software – knowledge of social media	Use of technology for home working	Financial (Agresso), HR/Payroll (iTrent), CRM system (Raiser's Edge) and student software/database
Skills	Organisational skills and ability to use initiative and inspire teams	Ability to work as a team with the Staff, Sabbaticals, Board Trustees, Student Representative Council and GSA partners and focus	Deal positively and constructively with change and conflicting priorities

		on joint plans and outcomes(essential	
Financial	Financial and accounting policies and procedures and reporting	Working with accountants and auditors to produce annual accounts and financial management reports	
Diversity	Demonstrate commitment to equality and diversity	Ability to implement this knowledge into your working practices and lead by example.	
Fit with the Art School and its students	Enthusiasm for working with volunteers and students	Innovative and flexible approach to work	Knowledge and enthusiasm for the arts and creative practices

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