

Want to create opportunities and put the **FUN** into the Student Experience? Why not run as VP Student Activities?

Salary: £18,348

Vice President Student Activities is a role that embraces **variety**. The most important characteristic a VP Student Activities can have is **enthusiasm**;

- The enthusiasm to get behind the 75+ sports clubs, societies and volunteering & fundraising groups that exist in The Students' Union so that they thrive.
- The enthusiasm to **inspire** other students to get involved and follow their passions and the ability to communicate that enthusiasm to the student population so they know what is happening in The Students' Union.

The Vice President Student Activities role is perfect for students that are **passionate** about sports, societies, fundraising and volunteering. Working with local and national charities, other university departments and leading and supporting student campaigns and building networks are all ways in which VP Student Activities ensure they are successful.

Sometimes the role means sitting in meetings and **championing student groups** to ensure they have the resources they need, while running events and activities that give students opportunities to get involved.

This role works closely with the University's sports staff to develop **Participation, Fitness, Competition** and **Inclusion** in the student population. They encourage and enable students to lead healthy lifestyles through awareness raising, education and example. Most importantly they make sure Sports are for all students regardless of background or circumstance. You'll also play a key role in organising Varsity with Gloucestershire SU.

One of the most rewarding parts of the role are working closely with students strengthening the student **community**, getting involved with local projects in Worcester and championing volunteering

Above all, the VP Student Activities works with students to make sure that their time at University is as **fun** and **enjoyable** as possible, ensuring the Union provides opportunities that develop students that enable them to succeed when they leave university. How an individual goes about achieving this is entirely up to them.

All Full-Time Officers' Responsibilities

Working within the Union

- Be a Trustee of Worcester Students' Union, playing an active role in the Board and its Finance Sub-Committee and helping to ensure the Union complies with relevant legislation;
- Work with trustees, staff and volunteers in a constructive manner and for the greater good of the Union;
- Work collaboratively with Union staff and the Chief Executive to ensure the Union meets its charitable aims and furthers its strategic goals;
- Ensure that the Union does not undertake activities that put its financial stability, members or reputation at undue risk;



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- Be an active member of the Union's Executive Committee;
- Constructively challenge the Union and the University to meet the needs of a diverse membership, ensuring their views are researched and represented;
- Promote creativity and innovation in thinking and delivery of services;
- Play an active role and represent the Union in key events such as Welcome Week, Varsity, Open Days and Celebration Week;
- Support the delivery of the Union's outreach programme/s and ensure the Union reaches out to a wide range of students;
- Always act and behave in accordance with the Union's values, vision, policies and procedures, setting an example to others. This includes the both the Union's Code of Conduct for Members and Officer Trustees and its Code of Conduct for Trustees;
- Act as a signatory on the Union's bank accounts.

Working with Students

- Be an active Student Councillor, attending all meetings and providing reports at each meeting of the activities you have undertaken and planned;
- Chair relevant Union committees and meetings;
- Help to ensure the Union's governance and democratic processes are relevant and accessible to students;
- Promote active involvement in the Union to all its members, including students who are traditionally 'harder to reach', such as BAME, mature, part-time, postgraduate and international students;
- Promote student participation in the Union's Ideas Forum;
- Initiate and promote campaigns that improve student life;
- Promote the values of diversity and equality of opportunity amongst the membership;
- Promote the need to protect and sustain the environment and help the Union engage members in this issue;
- Ensure student consultation is at the heart of the SU by allocating 'student facing' time;
- Maintain a good knowledge of current issues affecting students in Higher Education.

Working with the University

- Represent the Union and its members on University Committees, panels and working groups, preparing reports and presentations where needed and reading papers in advance so that you can best represent students' interests;
- Attend regular meetings with the University Executive, Vice Chancellor, Deputy Vice Chancellor and Provost, Deputy Pro Vice Chancellor, and other senior University staff members.





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Individual Role Description

Vice President Student Activities

Working within the Union

- Deputise for the President when necessary;
- When required, deputise for the Vice President Education as Deputy Chair of Student Council;
- Be an active member of the Union's Equality, Diversity and Inclusion (EDI) Working Group working with colleagues to develop inclusive practices and services, and targeted action plans;
- Work closely with the Union's Student Engagement Team to provide information, support and training for clubs, societies, volunteers and student fundraisers;
- Support the Union's sport staff to ensure the smooth running of BUCS and other sporting fixtures, including the promotion of results and successes;
- To sit on the Union's Health and Safety Committee;
- Attend Union meetings and committees as agreed and required.

Working with Students

- Be the face of student sport and activities and represent the Union in sport and activities-related activities and events, such as the Union Awards (Societies, RAG and Volunteering), Varsity and the Colours Ball (Sport);
- Chair the Union's TeamWorc Committee, working with Union staff to ensure that it is an active and productive committee and taking the lead on developing relevant policy and ideas.
- Actively promote and support the establishment of new clubs, societies and volunteering initiatives;
- Work to encourage under-represented groups of students to participate in sport, societies, volunteering and extra-curricular activities across campus;
- Plan and co-ordinate events and activities that further social and recreational opportunities for students;
- Play a key role in delivering and promoting the Union's TeamWorc Action volunteering offer and take a lead in planning and organising events such as Student Volunteering Week;
- Oversee the organisation of RAG activities, working with Union staff to support the RAG student-led service committee;
- Ensure good participation of clubs and societies in key events, such as Open Days and Welcome Week;
- Organise and chair meetings with student groups and societies;
- Provide individual clubs and societies with support around arranging events and activities;
- Take a lead on ensuring clubs and societies comply with processes and procedures around social activities.

Working with the University

- Represent the Union and its members on the University Sports Development Board and to support the student reps in attendance;





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- Liaise with University departments and the School of Sport and Exercise Science, as well as external stakeholders, to maximise personal development opportunities for students;
- Other reasonable duties as may be required that are commensurate with the role.

Working Externally

- To represent WSU externally with a particular focus on student activities. This includes, together with relevant Union staff, developing and maintaining relationships with BUCS, the National Student Fundraising Association (NaSFA), and the Student Volunteering Network (SVN).
- Attend BUCS Regional Meetings and engage nationally with developments in BUCS, as well as with other Unions to gain or share ideas on best practice.
- Work with the University of Gloucestershire Students' Union to deliver the annual Varsity competition.
- Support the President to represent the Union to the local community including sitting on the University's Community Forum;
- Liaise with other Elected Officers and Vice President Student Activities (or equivalents) nationally to gain and share ideas and best practice;

Along with your individual manifesto aims and role descriptions, there will be operational activities within the Student's Union and University that you will automatically be involved in as one of the SU's Full Time Officers.

Below are a few examples of these activities that the Vice President Student Activities has undertaken, from the last couple of years:

- Big role in helping the organisation of Varsity
- Supporting the weekly organisation of BUCS fixtures
- Distributing care boxes to student parents during lockdown
- Arranging regular training for club and society committee members
- Encouraging students to contribute articles to TeamWorc TV
- Introducing TeamWorc Action as the new brand for volunteering
- Creating TeamWorc Points
- Working to improve promotion of societies and sports clubs.
- Supporting the RAG committee and student fundraising
- Organising large events like the Colour Run.
- Working with the University on a strategy for Sport and sitting on the Sports Board





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General competencies and skills necessary for Full-Time Officer posts

Competency or quality	Why?
Good communication skills	As an elected representative of the study body, your key role is talking and listening to students and representing their views and interests to the University.
Good presentation skills	You will be expected to present reports to a range of University committees and meetings, to deliver induction talks to new students and to run training courses and information sessions to groups of students throughout your year in office.
Good time-management and organisational skills	Your typical day will involve attending meetings and working on a number of projects whilst keeping on top of communications to and from students and SU and University staff.
Good understanding of current political, social and economic factors relating to Higher Education and issues of concern to students	As a spokesperson for students, you will be called on to explain what students think about a range of local, national and international matters which may have an impact on the student experience
Ability to establish and maintain good working relationships with a wide range of individuals	You will be liaising regularly with senior University staff, governors and SU trustees, other SUs and universities, external companies and commercial partners as well as students.
Enthusiastic approach to learning and personal development	You will have a wide range of opportunities to attend local and national training courses and conferences, including NUS officer training, which will enhance your skills and confidence
Commitment to equality and diversity and to the values of the SU	You will take responsibility of ensuring that the SU and its services are accessible and openly inclusive for all students, whatever their background, age and interests
Self-motivated and enthusiastic	The ability to effect positive change for students comes from a willingness to start and see through initiatives
Ability to take a constructive and co-operative approach to solving problems and making decisions	You will be part a larger team of officers and staff and so will need to be able to negotiate, compromise and remain calm in situations which may sometimes be challenging and where there may be conflicts of interest
Reliable and honest	You will have a very busy diary but also have important responsibilities as a Trustee of the SU
Willing to work unsocial hours / weekends	This is at times really not a 9-5 job! Over the course of your year in office, you should expect to work during a number of weekends and to attend evening meetings and events
Flexible and adaptable	Things never stand still in the SU for long and it is a fast-paced environment

Full-Time Officers are fully supported by SU staff, but it is important that you are able to meet a number of the above, even if not all, for you to be comfortable in the role. It is a demanding (and brilliant) role that requires individuals to work hard and get stuck in! If you have any questions about what's required, please arrange to talk to a member of SU staff.

