Role Description

Post: Women's Officer
Terms: Voluntary
Responsible to: Trustee Board / Student Council

Purpose of the post

The Women's officer is responsible for representing the views and interests of female students within the Students' Union and the University, encouraging the participation of female students in the union and advancing the welfare of such students.

Main Duties and Responsibilities as Women's Officer

- Organise and chair the women's committee
- Be a Student Councillor and play an active role in Student Council
- Ensure the particular needs of female students are responded to and reflected in the activities and practices of the Students' Union
- Be an ex officio member of university committees, as set out in Appendix (A) and others such as may be required and represent the views of membership within those meetings, including the preparation of reports as required
- Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on female students
- To carry out all duties and responsibilities in accordance with the union constitution
- To behave always in a manner that maintains the good reputation of the Union and the office of which they have been elected
- To seek the views and needs of the students they represent and promote them within the union and the university and to external bodies as appropriate
- To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required
- To fulfil any democratic mandates and adhere to and promote any matters of the Union policy that bear upon their role
- To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate
- To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities
- To be a Student Councillor and play an active role in Student Council

Person Specification

As the Women's Officer you should be	Essential
Be a University of Worcester student	✓
Self-identify as a woman	✓
Committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Constructive about the opinions of others	✓
Able to act responsibly when undertaking tasks	✓
Able to challenge constructively and with relevance	✓
Able to make collective decisions and stand by them	✓
Conscientious in preparing for meetings and committees, understanding that you are representing others	✓
Committed to the principles of equality, diversity and inclusivity	✓
Able to act in the interests of the Union and its members at all times	✓

Removal from Office

The role of a Part-Time Officer comes with significant responsibility and expectations. Any Part-Time Officer may be removed from office via the democratic processes outlined in the Union's Constitution and Bye Laws Please refer to these documents for more information.

Role Description

Post: LGBTQ+ Officer
Terms: Voluntary
Responsible to: Trustee Board / Student Council

Purpose of the post

The LGBTQ+ Officer is responsible for representing the views and interests of LGBTQ+ students within the Students' Union and the University, encouraging the participation of LGBT students in the Union and advancing the welfare of such students.

Main Duties and Responsibilities as LGBT

- Organise and chair the LGBT Students' Committee through the LGBTQ+ society
- Be a student councillor and play an active role in the Student Council
- Ensure the particular needs of LGBT students are responded to and reflected in the activities and practices of the Students; Union
- Be an ex officio of University committees, as set out in Appendix (A) and others such as may be required and represent the views of membership within those meetings, including the preparation of reports as required
- Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on LGBT students.
- To carry out all duties and responsibilities in accordance with the union constitution
- To behave always in a manner that maintains the good reputation of the Union and the office of which they have been elected
- To seek the views and needs of the students they represent and promote them within the union and the university and to external bodies as appropriate
- To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required
- To fulfil any democratic mandates and adhere to and promote any matters of the Union policy that bear upon their role
- To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate
- To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities
- To be a Student Councillor and play an active role in Student Council

Person Specification

As the LGBTQ+ Officer you should	Essential
Be a University of Worcester student	✓
Self-identify as LGBTQ+	✓
Be committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Be constructive about the opinions of others	✓
Be able to act responsibly when undertaking tasks	✓
Be able to challenge constructively and with relevance	✓
Be able to make collective decisions and stand by them	✓
Be conscientious in preparing for meetings and committees, understanding that you are representing others	✓
Be committed to the principles of equality, diversity and inclusivity	✓
Be able to act in the interests of the Union and its members at all times	✓

Removal from Office

The role of a Part-Time Officer comes with significant responsibility and expectations. Any Part-Time Officer may be removed from office via the democratic processes outlined in the Union's Constitution and Bye Laws Please refer to these documents for more information.

Role Description

Post: Student Disability Officer
Terms: Voluntary
Responsible to: Trustee Board / Student Council

Purpose of the post

The Student Disability Officer is responsible for representing the views and interests of students with disabilities within the Students' Union and the University, encouraging the participation of students with disabilities in the Union and advancing the welfare of such students.

Main Duties and Responsibilities as Student Disability Officer

- Organise and chair the Student Disability Committee
- Be a student councillor and play an active role in the Student Council
- Ensure the particular needs of students with disabilities are responded to and reflected in the activities and practices of the Students; Union
- Be an ex officio of University committees, as set out in Appendix (A) and others such as may be required and represent the views of membership within those meetings, including the preparation of reports as required
- Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on disabled students.
- To carry out all duties and responsibilities in accordance with the union constitution
- To behave always in a manner that maintains the good reputation of the Union and the office of which they have been elected
- To seek the views and needs of the students they represent and promote them within the union and the university and to external bodies as appropriate
- To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required
- To fulfil any democratic mandates and adhere to and promote any matters of the Union policy that bear upon their role
- To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate
- To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities
- To be a Student Councillor and play an active role in Student Council

Person Specification

As the Student Disability Officer you should	Essential
Be a University of Worcester student	✓
Self-identify as a student with disabilities	✓
Be committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Be constructive about the opinions of others	✓
Be able to act responsibly when undertaking tasks	✓
Be able to challenge constructively and with relevance	✓
Be able to make collective decisions and stand by them	✓
Be conscientious in preparing for meetings and committees, understanding that you are representing others	✓
Be committed to the principles of equality, diversity and inclusivity	✓
Be able to act in the interests of the Union and its members at all times	✓

Removal from Office

The role of a Part-Time Officer comes with significant responsibility and expectations. Any Part-Time Officer may be removed from office via the democratic processes outlined in the Union's Constitution and Bye Laws Please refer to these documents for more information.

Role Description

Post: Black Asian Minority Ethnic (BAME) Officer
Terms: Voluntary
Responsible to: Trustee Board / Student Council

Purpose of the post

The BAME Officer is responsible for representing the views and interests of minority ethnic students within the Students' Union and the University, encouraging the participation of minority ethnic students in the Union and advancing the welfare of such students.

Main Duties and Responsibilities as Ethnic Minority Students' Officer

- Organise and chair the BAME Officer Committee
- Be a student councillor and play an active role in the Student Council
- Ensure the particular needs of minority ethnic students are responded to and reflected in the activities and practices of the Students; Union
- Be an ex officio of University committees, as set out in Appendix (A) and others such as may be required and represent the views of membership within those meetings, including the preparation of reports as required
- Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on minority ethnic students.
- To carry out all duties and responsibilities in accordance with the union constitution
- To behave always in a manner that maintains the good reputation of the Union and the office of which they have been elected
- To seek the views and needs of the students they represent and promote them within the union and the university and to external bodies as appropriate
- To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required
- To fulfil any democratic mandates and adhere to and promote any matters of the Union policy that bear upon their role
- To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate
- To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities
- To be a Student Councillor and play an active role in Student Council

Person Specification

As the BAME Officer you should be	Essential
Be a University of Worcester student	✓
Self-identify as an ethnic minority student	✓
Be committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Be constructive about the opinions of others	✓
Be able to act responsibly when undertaking tasks	✓
Be able to challenge constructively and with relevance	✓
Be able to make collective decisions and stand by them	✓
Be conscientious in preparing for meetings and committees, understanding that you are representing others	✓
Be committed to the principles of equality, diversity and inclusivity	✓
Be able to act in the interests of the Union and its members at all times	✓

Removal from Office

The role of a Part-Time Officer comes with significant responsibility and expectations. Any Part-Time Officer may be removed from office via the democratic processes outlined in the Union's Constitution and Bye Laws Please refer to these documents for more information.

Role Description

Post: Welfare Officer
Terms: Voluntary
Responsible to: Trustee Board / Student Council

Purpose of the post

The Welfare Officer is responsible for representing the views and interests of students on welfare matters within the Students' Union and the University, encouraging the participation of students in the Union and advancing the welfare of such students.

Main Duties and Responsibilities as The Welfare Officer

- Organise and chair the Welfare Committee
- Be a student councillor and play an active role in the Student Council
- Ensure the welfare needs of students are responded to and reflected in the activities and practices of the Students; Union
- Be an ex officio of University committees, as set out in Appendix (A) and others such as may be required and represent the views of membership within those meetings, including the preparation of reports as required
- Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on welfare issues.
- To carry out all duties and responsibilities in accordance with the union constitution
- To behave always in a manner that maintains the good reputation of the Union and the office of which they have been elected
- To seek the views and needs of the students they represent and promote them within the union and the university and to external bodies as appropriate
- To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required
- To fulfil any democratic mandates and adhere to and promote any matters of the Union policy that bear upon their role
- To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate
- To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities
- To be a Student Councillor and play an active role in Student Council

Person Specification

As the Welfare Officer you should be	Essential
Be a University of Worcester student	✓
Committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Constructive about the opinions of others	✓
Able to act responsibly when undertaking tasks	✓
Able to challenge constructively and with relevance	✓
Able to make collective decisions and stand by them	✓
Conscientious in preparing for meetings and committees, understanding that you are representing others	✓
Committed to the principles of equality, diversity and inclusivity	✓
Able to act in the interests of the Union and its members at all times	✓

Removal from Office

The role of a Part-Time Officer comes with significant responsibility and expectations. Any Part-Time Officer may be removed from office via the democratic processes outlined in the Union's Constitution and Bye Laws Please refer to these documents for more information.

Role Description

Post: International Students Officer
Terms: Voluntary
Responsible to: Trustee Board / Student Council

Purpose of the post

The International Students Officer is responsible for representing the views and interests of International Students within the Students' Union and the University, encouraging the participation of International Students in the Union and advancing the welfare of such students.

Main Duties and Responsibilities as International Students Officer

- Organise and chair the International Students Officer Committee
- Be a student councillor and play an active role in the Student Council
- Ensure the particular needs of International Students are responded to and reflected in the activities and practices of the Students' Union
- Be an ex officio of University committees, as set out in Appendix (A) and others such as may be required and represent the views of membership within those meetings, including the preparation of reports as required
- Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on International students.
- To carry out all duties and responsibilities in accordance with the union constitution
- To behave always in a manner that maintains the good reputation of the Union and the office of which they have been elected
- To seek the views and needs of the students they represent and promote them within the union and the university and to external bodies as appropriate
- To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required
- To fulfil any democratic mandates and adhere to and promote any matters of the Union policy that bear upon their role
- To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate
- To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities
- To be a Student Councillor and play an active role in Student Council

Person Specification

As the International Students Officer you should be	Essential
Be a University of Worcester student	✓
Be an International or EU student	✓
Be committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Be constructive about the opinions of others	✓
Be able to act responsibly when undertaking tasks	✓
Be able to challenge constructively and with relevance	✓
Be able to make collective decisions and stand by them	✓
Be conscientious in preparing for meetings and committees, understanding that you are representing others	✓
Be committed to the principles of equality, diversity and inclusivity	✓
Be able to act in the interests of the Union and its members at all times	✓

Removal from Office

The role of a Part-Time Officer comes with significant responsibility and expectations. Any Part-Time Officer may be removed from office via the democratic processes outlined in the Union's Constitution and Bye Laws Please refer to these documents for more information.

Role Description

Post: Mature Students Officer
Terms: Voluntary
Responsible to: Trustee Board / Student Council

Purpose of the post

The Mature Students Officer is responsible for representing the views and interests of Mature Students within the Students' Union and the University, encouraging the participation of Mature Students in the Union and advancing the welfare of such students. To this end, the Mature Students Officer shall:

Main Duties and Responsibilities as Mature Students Officer

- Organise and chair the Mature Students Officer Committee
- Be a student councillor and play an active role in the Student Council
- Ensure the particular needs of Mature Students are responded to and reflected in the activities and practices of the Students; Union
- Be an ex officio of University committees, as set out in Appendix (A) and others such as may be required and represent the views of membership within those meetings, including the preparation of reports as required
- Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on Mature Students.
- To carry out all duties and responsibilities in accordance with the union constitution
- To behave always in a manner that maintains the good reputation of the Union and the office of which they have been elected
- To seek the views and needs of the students they represent and promote them within the union and the university and to external bodies as appropriate
- To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required
- To fulfil any democratic mandates and adhere to and promote any matters of the Union policy that bear upon their role
- To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate
- To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities
- To be a Student Councillor and play an active role in Student Council

Person Specification

As the Mature Students Officer you should be	Essential
Be a University of Worcester student	✓
Be a student who started their studies at the age of 21 or over	✓
Be committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Be constructive about the opinions of others	✓
Be able to act responsibly when undertaking tasks	✓
Be able to challenge constructively and with relevance	✓
Be able to make collective decisions and stand by them	✓
Be conscientious in preparing for meetings and committees, understanding that you are representing others	✓
Be committed to the principles of equality, diversity and inclusivity	✓
Be able to act in the interests of the Union and its members at all times	✓

Removal from Office

The role of a Part-Time Officer comes with significant responsibility and expectations. Any Part-Time Officer may be removed from office via the democratic processes outlined in the Union's Constitution and Bye Laws Please refer to these documents for more information.

Role Description

Post: Sustainability Officer
Terms: Voluntary
Responsible to: Trustee Board / Student Council

Purpose of the post

The Sustainability Officer is responsible for representing the interests of members in the development of environmentally sustainable working practices and activities within the Students' Union and the University and raising awareness of sustainability issues amongst students. To this end, the Sustainability Officer shall:

Main Duties and Responsibilities as The Sustainability Officer

- Organise and chair the Sustainability Committee
- Be a student councillor and play an active role in the Student Council
- Be an ex officio of University committees, as set out in Appendix (A) and others such as may be required and represent the views of membership within those meetings, including the preparation of reports as required
- Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on environmental sustainability issues as they relate to students.
- Liaise with the University and work with them to plan and execute events and activities, which engage students in understanding environmental issues, exploring sustainable solutions, reducing energy use and benefits of recycling and re-using. Specifically a recycle/re-use event should be organized at the end of the academic year in halls of residence.
- To carry out all duties and responsibilities in accordance with the union constitution
- To behave always in a manner that maintains the good reputation of the Union and the office of which they have been elected
- To seek the views and needs of the students they represent and promote them within the union and the university and to external bodies as appropriate
- To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required
- To fulfil any democratic mandates and adhere to and promote any matters of the Union policy that bear upon their role
- To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate

- To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities
- To be a Student Councillor and play an active role in Student Council

Person Specification

As the Sustainability Officer you should be	Essential
Be a University of Worcester student	✓
Be passionate about sustainability	✓
Committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Constructive about the opinions of others	✓
Able to act responsibly when undertaking tasks	✓
Able to challenge constructively and with relevance	✓
Able to make collective decisions and stand by them	✓
Conscientious in preparing for meetings and committees, understanding that you are representing others	✓
Committed to the principles of equality, diversity and inclusivity	✓
Able to act in the interests of the Union and its members at all times	✓

Removal from Office

The role of a Part-Time Officer comes with significant responsibility and expectations. Any Part-Time Officer may be removed from office via the democratic processes outlined in the Union's Constitution and Bye Laws Please refer to these documents for more information.