



## Role Description

<b>Post:</b>	<b>Vice President Student Activities</b>
<b>Salary:</b>	<b>£19,314 (Point 13)</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Responsible to:</b>	<b>Trustee Board / Student Council</b>

## Purpose of the post

To lead on representing Worcester students on matters relating to their wider student experience. To actively encourage students to get involved with the Students' Union and its extra-curricular activities, including societies, sports clubs, student fundraising, and volunteering.

To sit on the Union's Trustee Board, as well as its HR and Remuneration Sub-Committee and, where agreed, Trustee Board Appointments Panels.

To sit on Student Council, Executive Committee, and the University's Board of Governors and to Chair the Union's TeamWorc Committee.

## Duties and responsibilities relating to all Officer Trustees

### 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;
- 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;
- Work with staff and officers to develop the employability agenda of the Union;
- 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, Pro-Vice Chancellors, Provost, Deputy Pro Vice Chancellors, and other senior University staff members.

- Sit on the University's Board of Governors and on any sub-committees, as agreed for the role.

## **Main Duties and Responsibilities as 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;
- 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.

### **Person Specification**

<b>As an Officer Trustee you should be</b>	<b>Essential</b>
Be a current University of Worcester student	✓
Committed to the vision, values and strategic goals of the Union and to a culture of continuous improvement	✓
Able to work positively as part of a team providing and receiving constructive comments where necessary	✓
Able to complete tasks to the best of your ability leading by example	✓
Able to maintain strict confidentiality	✓

To have good judgement and be able to recognise when to ask for help	✓
Able to partake in collective decision making and to make those decisions objectively and then stand by those decisions (whether or not you may wholly agree with them).	✓
Able to respect boundaries between governance and management structures within the Union	✓
Conscientious in preparing for meetings and committees, displaying empathy for both those you represent and those you are working with	✓
Committed to the principles of, and further developing your understanding of, equality, diversity and inclusivity	✓
Able to act in the interests of the Union and its members at all times	✓
Be able to bring a positive attitude to their duties which in turn motivates those around them to achieve and develop services to meet students' needs.	✓

### **Removal from Office**

The role of Full-time Officer Trustee is unique and comes with significant responsibility and expectations. Any Full-time officer may be removed from office via the democratic processes outlined in the Union's Constitution and Bye Laws or via the Disciplinary Procedures relating to Officers in the Staff Handbook. Please refer to these documents for more information.