



**Part Time Student Officers  
Job Descriptions  
&  
Terms & Conditions**

### **Clubs & Societies Officer**

**Your work as a Union Officer and a trustee of the Union will be on a voluntary basis.**

#### **TRUSTEE**

- Be a trustee of the Union in accordance with Charity law.
- Be a member of the Board of Trustees and other sub committees as set out in the Union Constitution and policies.
- Ensure fellow trustees, staff and representatives fulfil their duties and are representative of the membership regardless of personal politics. Question their actions if their actions are deemed not to be in the best interests of the membership.

#### **STUDENT OFFICER DUTIES**

Once elected the post holder shall meet with the General Manager and relevant Sabbatical Officers, and discuss their aims for the year and the needs of the Union. The outcome of the above meeting shall form the duties and responsibilities of this post.

#### **General Duties**

##### **Overall**

- Look into the development and implementation of Union Clubs and Societies, and campaign on Club and Society issues within the Union.
- Work with fellow student officers and staff to the development of Clubs and Societies within the Union, in line with Union policy and legislation.

##### **Organisational Development**

- Establish and chair the Athletic Union and Societies committees and report any outcomes to relevant Union Committees for approval.
- Update annually the “Clubs & Societies” and “Captains” handbooks, with the VP Activities & Participation.
- With the VP Activities & Participation allocate funds annually to Clubs & Societies in accordance with Union Policy.
- Allocate funds with the VP Activities & Participation to individual areas and projects that fall outside the normal funding allocation to Clubs & Societies.
- Work with the VP Activities & Participation to ensure all Club & Society committees receive appropriate training.
- With the VP Activities & Participation, set annual membership fees for the Athletic Union and minimum membership fee for Societies.

##### **Activism**

- Coordinate the Union’s annual “Sports & Activities for All” (or alternative) campaign, working with the VP Activities & Participation.
- Liaise with the VP Activities & Participation to ensure that clubs & societies run in accordance with Union Policy.

##### **Policy Regulations**

- Work with and direct the work of the VP Activities & Participation with regards to the running of clubs and societies, as guided by the Student Activities & Development Policy.
- Be a member of and attend Union Council and other committees as set out in the Union Constitution and Policies.
- Undertake any other duties of the post as set out in Union Policy.

### **Equal Opportunities Officer**

**Your work as a Union Officer and a trustee of the Union will be on a voluntary basis.**

#### **TRUSTEE**

- Be a trustee of the Union in accordance with Charity law.
- Be a member of the Board of Trustees and other sub committees as set out in the Union Constitution and policies.
- Ensure fellow trustees, staff and representatives fulfil their duties and are representative of the membership regardless of personal politics. Question their actions if their actions are deemed not to be in the best interests of the membership.

#### **STUDENT OFFICER DUTIES**

Once elected the post holder shall meet with the General Manager and relevant Sabbatical Officers, and discuss their aims for the year and the needs of the Union. The outcome of the above meeting shall form the duties and responsibilities of this post.

#### **General Duties**

##### **Overall**

- Look into the development and implementation of equality and diversity policies and campaign on equality and diversity issues within the Union.
- Work with fellow student officers and staff towards development of an environment within the Union and its activities that is open to all, in line with Union policy and legislation.

##### **Organisational Development**

- Establish and chair a Union Equality & Diversity committee and report any outcomes to relevant Union Committees for approval.
- Liaise with the Union President to ensure the recruitment and training of Liberation Reps and establish Liberation groups that fairly represent the diversity of the student body.

##### **Activism**

- Coordinate campaigns that are related to equality and diversity issues, liaising with the VP Campaigns & Communications.
- Be an active member of the University's "Equality & Diversity Steering Group" and lobby the University.
- Liaise with the Membership Services Manager to ensure that there is no advertising of or sponsorship from companies that contravene the Union's position on issues related to equality and diversity.

##### **Policy Regulations**

- Work with and direct the work of the Union President with regards equality and diversity opportunity issues, as guided by Equality & Diversity Policies.
- Be a member of and attend Student Council and other committees as set out in the Union Constitution and Policies.
- Undertake any other duties of the post as set out in Union policy.

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### **Environmental & Ethics Officer**

**Your work as a Union Officer and a trustee of the Union will be on a voluntary basis.**

#### **TRUSTEE**

- Be a trustee of the Union in accordance with Charity law.
- Be a member of the Board of Trustees and other sub committees as set out in the Union Constitution and policies.
- Ensure fellow trustees, staff and representatives fulfil their duties and are representative of the membership regardless of personal politics. Question their actions if their actions are deemed not to be in the best interests of the membership.

#### **STUDENT OFFICER DUTIES**

Once elected the post holder shall meet with the General Manager and relevant Sabbatical Officers, and discuss their aims for the year and the needs of the Union. The outcome of the above meeting shall form the duties and responsibilities of this post.

#### **General Duties**

##### **Overall**

- Look into the development and implementation of environmental and ethical policies and campaigning on ethical and environmental issues within the Union.

##### **Organisational Development**

- Establish and chair the Environmental committee and report any outcomes to relevant Union Committees for approval.
- Coordinate any Union submissions to environmental or ethical awards.
- Compile and update a list of organisations that the Union feels are environmentally and ethically unsound, reporting any additions to the Board of Trustees for approval.

##### **Activism**

- Organise campaigns that are related to environmental & ethical issues, liaising with the VP Campaigns & Communications.
- Be an active member of the University's Environmental Steering Group and lobby the University.
- Liaise with the Membership Services Manager to ensure that there is no advertising of or sponsorship from companies on the Union's list of environmentally or ethically unsound organisations.

##### **Policy Regulations**

- Liaise with the Union President to ensure all services offered by the Union abide by the Environmental & Ethics Policy and are as environmentally friendly and ethically sound as possible.
- Work with and direct the work of the Union President with regards to environmental & ethical issues, as guided by the Environmental & Ethics Policy.
- Be a member of and attend Student Council and other committees as set out in the Union Constitution and Policies.
- Undertake any other duties of the post as set out in Union Policy.

### **Art & Design Officer**

**Your work as a Union Officer and a trustee of the Union will be on a voluntary basis.**

#### **TRUSTEE**

- Be a trustee of the Union in accordance with Charity law.
- Be a member of the Board of Trustees and other sub committees as set out in the Union Constitution and policies.
- Ensure fellow trustees, staff and representatives fulfil their duties and are representative of the membership regardless of personal politics. Question their actions if their actions are deemed not to be in the best interests of the membership.

#### **STUDENT OFFICER DUTIES**

Once elected the post holder shall meet with the General Manager and relevant Sabbatical Officers, and discuss their aims for the year and the needs of the Union. The outcome of the above meeting shall form the duties and responsibilities of this post.

#### **General Duties**

##### **Overall**

- Look into the development and implementation of initiatives that improve the representation and provision for students within the School of Art & Design as guided by Union Policy.
- Work with and direct the work of fellow officers and staff, with regards to the equal representation and provision for students within the School of Art & Design as guided by Union Policy.

##### **Organisational Development**

- Establish and chair an Art & Design group to discuss the concerns and issues within the School of Art & Design and report any outcomes to relevant Union Committees for approval.

##### **Activism**

- Organise campaigns that are related to issues that solely effect students within the School of Art & Design liaising with the VP Campaigns & Communications.

##### **Policy Regulations**

- Be a member of and attend Union Council and other committees as set out in the Union Constitution and Policies.
- Undertake any other duties of the post as set out in Union Policy.

### **Media Officer**

**Your work as a Union Officer and a trustee of the Union will be on a voluntary basis.**

#### **TRUSTEE**

- Be a trustee of the Union in accordance with Charity law.
- Be a member of the Board of Trustees and other sub committees as set out in the Union Constitution and policies.
- Ensure fellow trustees, staff and representatives fulfil their duties and are representative of the membership regardless of personal politics. Question their actions if their actions are deemed not to be in the best interests of the membership.

#### **STUDENT OFFICER DUTIES**

Once elected the post holder shall meet with the General Manager and relevant Sabbatical Officers, and discuss their aims for the year and the needs of the Union. The outcome of the above meeting shall form the duties and responsibilities of this post.

#### **General Duties**

##### **Overall**

- Look into the development and implementation of initiatives that improve the representation and provision for students through Union media as guided by Union Policy.
- Work with and direct the work of fellow officers, staff and media volunteers, with regards the delivery and development of Union media as guided by Union Policy.

##### **Organisational Development**

- Establish and chair a Union media group to discuss the concerns and issues of Union media and its volunteers and report any outcomes to relevant Union Committees for approval.
- Liaise with the Membership Services Manager to ensure that external advertising is sourced to financially support Union media.

##### **Activism**

- Organise campaigns that are related to the promotion of an involvement in Union media, liaising with the VP Campaigns & Communications.

##### **Policy Regulations**

- Be a member of and attend Student Council and other committees as set out in the Union Constitution and Policies.
- Undertake any other duties of the post as set out in Union Policy.

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**TERMS & CONDITIONS**

**PERIOD OF OFFICE:**

Part time officers hold office, having been duly elected for one academic year, starting on the 1<sup>st</sup> Monday in the summer term to the last Friday in the following summer term. For the period between the elections and the last Friday of the first summer term the post will shadow the outgoing officer, and will not have voting powers on Union committees. If there is no outgoing officer the incoming officer will have full voting rights from the 1<sup>st</sup> Monday in the summer term until the end of their term in office.

**HOURS:**

Your work as a Student Officer and a trustee of the Union will be on a voluntary basis; this will take about four hours per week.

**PAYMENT:**

Your work as a student officer and a trustee of the Union will be on a voluntary basis, however you will be reimbursed for any legitimate expenses in line with Union policy.

**OTHER:**

Student Officers are expected to ensure they represent all members of the Union across all campuses.

**Person responsible for review:** Union President  
**Committee responsible for implementation:** Board of Trustees  
**Person responsible for interpretation:** Union President & General Manager