

# BCUSU

## **Mature and Postgraduate Students Officer – Job Description**

### **1. Overall Responsibilities**

1.1 To promote the Aims and Objectives of the Union, and in particular their own areas of activity, on every campus of the University.

1.2 To act fairly and reasonably in the making of any decision.

1.3 To act in the best interests of the Union and to not seek any personal gain from the term of office.

1.4 To work as a member of the Executive team on all campaigns of the Union as determined by the Student Council from time to time.

1.5 To actively engage with the students they represent, encouraging their participation & involvement in all Union activities.

1.6 To follow the Equality Policy of the Union representing disadvantaged and minority groups in all areas of student life, ensuring that they are able to play as full a role as they wish without fear of harassment or discrimination.

1.7 To report back on all activities undertaken to the Student Council and the rest of the Executive Officer team as required.

### **2. Mature & Postgraduate Students Officer**

2.1 To identify issues relevant to students who are recognised by the Union as being mature students.

2.2 To canvas mature student opinion in order to be aware of common problems or concerns and where these exist ensure that Union council is made aware of these.

2.3 To run campaigns related to mature student issues.

2.4 To liaise with relevant Sabbatical Officers as necessary to ensure that the social educational and welfare needs of mature students are met.

2.5 To ensure the needs of mature students are reflected through the activities of the Union.

2.6 To be the lead officer in all matters related to NUS Mature Students Campaign.

2.7 To attend all relevant training, conferences and conventions that are relevant to the remit of this position.