

Birmingham City Students’ Union

VP Student Voice

Job Description

**Principal purpose of job:** Develop democracy

 Student Representation System

 Local University contact

**Location and times of work:** Main place of work; City Centre and City South with the expectation to work and visit other campuses, regularly

**Responsible to:** All BCU students with regular reports to Scrutiny Group

**Specific Duties:**

## Develop Democracy

### To develop the democratic processes and structures of BCUSU based on student input

### To ensure all democratic proceedings of BCUSU take place in accordance with the BCUSU byelaws working with key BCUSU colleagues

### To develop the ‘Your Ideas’ system creating the best results for all BCU students

### To work with relevant BCUSU staff

### To ensure democratic processes and structures of BCUSU are accessible and understood by all BCU students

### To be the lead Officer for policy passed through Student Advisory Panel(s) ensuring Officers work on passed policy

## Student Representation System

1. To be the lead Officer on all areas linked to the Student Representation System
2. To work closely with relevant BCUSU staff to ensure student representatives are recruited, trained and supported
3. To ensure systems are in place that allow student representatives to succeed
4. To promote key changes and success of the Student Representation System to all BCU students and the University

**3. Local University contact**

1. To be the lead University contact for local issues (School and campus issues)
2. To work closely with relevant BCUSU staff and the University to improve local issues
3. To ensure student feedback is central to all work
4. To be responsible for engaging students in student voice activity across the University

## Collective duties of the Executive Officers:

1. Executive Officers who are a trustee of BCUSU will fulfil all duties and responsibilities of a Trustee as laid out in the Memorandum and Articles of Association and relevant company and charity law
2. To be responsible for ensuring that BCUSU is administered in accordance with its Memorandum and Articles of Association, the associated Bye-laws, and all current law as it relates to students’ unions, charities and companies
3. To promote the Purpose, Vision, Aims and Objectives of BCUSU, and in particular their own areas of activity, and to engage students from every campus of BCU
4. All actions and decisions made as a Director remain valid for life, in law, the Board of Trustees may be held responsible for decisions made whilst in office, if ever they arise in the future
5. To work as a member of the Executive Committee on all relevant campaigns of BCUSU as determined by the Student Advisory Panel, where applicable
6. To promote, defend and extend the rights of student members
7. To ensure BCUSU’s membership are kept up to date on the actions of the Executive Committee
8. To fulfil their role as outlined in the Executive Officer role descriptions and to support, where appropriate, other student representatives in the fulfilment of their roles
9. The Executive Committee will have due regard to the matters contained in the Equality Act 2010 and ensure BCUSU has up to date Equality & Diversity policies, 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. The Executive Committee are expected to challenge behaviour and actions which do not support our aim to be fully inclusive
10. To steer the work of the Senior Management Team to ensure BCUSU works for students
11. To act fairly and reasonably in the making of any decision
12. To act as a spokesperson for BCUSU
13. The Executive Committee are to act in the best interests of BCUSU and to not seek any personal gain from the term of office
14. To be a cheque signatory for BCUSU
15. The Executive Committee are to report back on all activities undertaken to the Student Advisory Panel and Scrutiny Group, and the rest of the Executive Committee as required
16. The Executive Committee to liaise regularly with their designated key contact
17. The Executive Committee to produce plans for the effective handover of duties to the incoming Executive Committee
18. Ensure the employability and future prospects of all BCU students is enhanced through the work of BCUSU