

Birmingham City Students’ Union

VP Equity & Inclusion

Job Description

**Principal purpose of job:** Protected Societies

 Welfare and wellbeing

 Equity, diversity and inclusion lead

**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:**

## Protected Societies

### To ensure information is shared with the protected societies

### To champion the protected societies

### To ensure relevant protected societies feed in to BCUSU and University committees

### To be the key link for protected societies between BCUSU, the University, the Executive Officers and part time officers

### To empower protected societies to achieve their aims and objectives

### To report on the work of the protected societies to Scrutiny Group

## Welfare and wellbeing

1. To be the lead Officer on all areas linked to welfare and wellbeing
2. To work closely with relevant University teams such as student affairs and BCUSU teams such as the Advice Centre
3. To keep up to date with key policies, both internally and externally, linked to areas such as Disability Student Allowance, mental health and any others as applicable
4. To lead on campaigns linked to welfare and wellbeing
5. To ensure the student voice is gathered and influences welfare and wellbeing work

**3. Equality, diversity and inclusion lead**

1. To be the lead Officer on areas related to equity, diversity and inclusion (EDI)
2. To chair the BCUSU Equity, Diversity and Inclusion Committee
3. To sit on any relevant University EDI committees
4. To be the lead contact for the University on EDI issues
5. To ensure all students have equity in accessing all services of the University and BCUSU
6. To ensure all BCUSU campuses feel supported and represented by BCUSU

## 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 on 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 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