

# BCUSU

## Vice President Student Development – Job Description

### 1. Trustees

1.1. Overall Responsibilities

### 2. Trustees

2.1. To be a Trustee of the Students' Union and fulfil all duties and responsibilities of a Trustee as laid out in the Memorandum and Articles of Association and relevant company and charity law.

2.2. To be responsible for ensuring that the Students' Union is administered in accordance with its Memorandum and Articles of Association, the associated bylaws, and all current law as it relates to Students' Unions, charities and companies.

2.3. To promote the Purpose, Vision, Aims and Objectives of the Students' Union, and in particular their own areas of activity, on every campus of the University.

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

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

2.6. To ensure that all property and investments of the Students' Union are prudently and efficiently administered.

2.7. To be a cheque signatory for the Students' Union.

### 3. Student Representative

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

3.2. To ensure that as much time as is practical is spent at all of the various offices of the Students' Union and campuses of the University.

3.3. To actively engage with students at every single campus, encouraging their participation & involvement in all Students' Union activities.

3.4. To ensure all students involved in their activity areas are fully aware of the law, policies and procedures relating to their activity.

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

### 4. Work Responsibilities

4.1. To work in partnership with relevant Students' Union staff in all areas of work.

4.2. To liaise regularly with their designated key contact.

4.3. To produce plans for the effective handover of duties to the incoming Executive team.

4.4. To devise, submit and monitor all budgets in their activity area, to ensure there are no negative variances.

4.5. To follow the Equality and Diversity Policy of the Students' 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.

### 5. Vice President Student Development

5.1. Power of 3

5.2. Create a personal sense of belonging by increasing involvement in student groups and Students' Union organised activity

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**5.3. Enable students to fulfill their creative ideas**

**5.4. Improve employability and life skills in order to enhance prospects**

## **6. Development**

6.1. To have overall responsibility for and to ensure the continuation and development of students, especially in the following areas:

- Employability
- Sports
- Societies
- Volunteering

6.2. To ensure the Students' Union provides opportunities for students to develop their skills and experience.

6.3. To ensure the development and operation of Development & Opportunities at each campus.

## **7. Sports Development**

7.1. To be responsible for developing sporting activities within the Students' Union.

7.2. To set targets, to be approved by the Student Council, for the development of sport, and in particular recreational sport, across all Birmingham City University campuses, and ensure that these targets are met.

7.3. To continue and support the development of intramural sport at Birmingham City University ensuring fixtures and leagues are established.

7.4. To support the development of individual athletes

7.5. To be the Students' Union's lead officer in all matters relating to BUCS, ensuring information is taken up by the relevant officer.

## **8. Societies Development**

8.1. To ensure new and existing student societies can develop and succeed.

8.2. To ensure students from all campuses have good access to joining student societies and that societies operate from all campuses.

## **9. Student Groups**

9.1. To be ex-officio member of Sports and Societies Council and all student groups.

9.2. To aid the Chairs of Sports and Societies Council in all Sports and Societies Council meetings, and monitor the work of the Sports and Societies Councils and ensure that their duties are carried out.

9.3. To work to ensure all students from across the University are given the opportunity to participate fully and equally in all student group activities.

9.4. To be responsible for ensuring that all student groups understand how to submit budget requests, follow policy on the allocation of monies and general Union policy.

9.5. To ensure that all relevant group members receive appropriate support and training.

9.6. To submit and monitor the Student Activities Budget, including the budgets of all student groups.

9.7. To create a personal sense of belonging by increasing involvement in Students' Union organised activity.

9.8. To oversee, whilst liaising with Marketing, any student group sponsorship deals ensuring they conform to Students' Union policy.

## **10. Student Volunteering Projects**

10.1. To promote and support all Student Volunteering Projects ensuring they are

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student led.

10.2. To forge good relations with community groups through and for the benefit of the Student Volunteering projects.

10.3. To liaise with senior University personnel on funding matters relating to these projects, as applicable.

## **11. Student Activities Development**

11.1. To set targets, to be approved by the Student Council, for the development of Student Activities across all Birmingham City University Campuses, and ensure that these targets are met.

11.2. To develop student activities, links between student groups and the department as a whole.

11.3. To ensure that all volunteers and student group leaders receive appropriate support and training.

11.4. To run campaigns relevant to Student Activities, Development and Opportunities.

11.5. To develop and deliver extra and in the curriculum activities to develop students.