

BCUSU

Vice President Student Engagement – 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 Engagement

6. Power of 3

6.1. Develop and drive a communication strategy to raise awareness and build involvement

6.2. Remove barriers to make it easier for students to engage with us

BCUSU

6.3. Develop and improve a bespoke Students' Union presence on each Campus

7. Student Engagement

- 7.1. To lead the Officer Team in ensuring the Students' Union has an appropriate bespoke presence at each of the University's campuses.
- 7.2. To support the development of campus committees across the University, including chairing campus committee meetings when required.
- 7.3. To liaise with the Vice President Student Voice to improve and develop mechanisms for students at each campus to feed their views and requirements in to the Union.
- 7.4. To achieve positive outcomes relevant to students at one or more campuses on the issues students at those campuses have raised.
- 7.5. To regularly meet with student leaders on their campuses and offer assistance with the campaigns and activities they wish to run.
- 7.6. To work with student leaders and appropriate Students' Union staff to develop new ways for the Students' Union to engage students at each campus, based on the different needs and wants of students at each campus.

8. Media and Communication

- 8.1. To be the Editor-in-chief of the official Students' Union publications, Freshers publications, SCRatch Radio, Union Web site, digital communications, social networks and other.
- 8.2. To determine, and monitor a policy for the production of all Students' Union publications.

9. Marketing

- 9.1. To work with the marketing team to develop and drive a communication strategy to raise awareness and build involvement
- 9.2. To ensure appropriate development and implementation of the Students' Union's visual identity.
- 9.3. To ensure suitable development of marketing plans for Students' Union activities.
- 9.4. To ensure a co-ordinated approach to raising sponsorship is maintained.
- 9.5. To co-ordinate the advertisement and publicity of constitutional Students' Union events to the membership
- 9.6. To assist all Executive Officers in convening campaigns, especially with regards to publicity of those campaigns
- 9.7. To ensure the advertisement and publicity of Students' Union outlets, entertainments, events and activities.