



Birmingham City Students' Union

VP Equity and 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:

1. Protected Societies

- a. To ensure information is shared with the protected societies
- b. To champion the protected societies
- c. To ensure relevant protected societies feed in to BCUSU and University committees
- d. To be the key link for protected societies between BCUSU, the University, and the Executive Officers
- e. To empower protected societies to achieve their aims and objectives
- f. To report on the work of the protected societies to Scrutiny Group

2. Welfare and wellbeing

- a. To be the lead Officer on all areas linked to welfare and wellbeing
- b. To work closely with relevant University teams such as student affairs and BCUSU teams such as the Advice Centre
- c. 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
- d. To lead on campaigns linked to welfare and wellbeing
- e. To ensure the student voice is gathered and influences welfare and wellbeing work

3. Equality, diversity and inclusion lead

- a. To be the lead Officer on areas related to equity, diversity and inclusion (EDI)
- b. To chair the BCUSU Equity, Diversity and Inclusion Committee
- c. To sit on any relevant University EDI committees
- d. To be the lead contact for the University on EDI issues
- e. To ensure all students have equity in accessing all services of the University and BCUSU
- f. To ensure all BCUSU campuses feel supported and represented by BCUSU

Collective duties of the Executive Officers:

- a. 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
- b. 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
- c. 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
- d. 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
- e. To work as a member of the Executive Committee on all relevant campaigns of BCUSU as determined by the Student Advisory Panel where applicable
- f. To promote, defend and extend the rights of student members
- g. To ensure BCUSU's membership are kept up to date on the actions of the Executive Committee
- h. 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
- i. 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
- j. To steer the work of the senior management team to ensure BCUSU works for students
- k. To act fairly and reasonably in the making of any decision.
- l. To act as a spokesperson for BCUSU
- m. The Executive Committee are to act in the best interests of BCUSU and to not seek any personal gain from the term of office.
- n. To be a cheque signatory for BCUSU
- o. 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
- p. The Executive Committee to liaise regularly with their designated key contact.
- q. The Executive Committee to produce plans for the effective handover of duties to the incoming Executive Committee
- r. Ensure the employability and future prospects of all BCU students is enhanced through the work of BCUSU