

Birmingham City Students’ Union

VP Opportunities & Community

Job Description

**Principal purpose of job:** Figurehead of Societies, Volunteering and Sport

Engaging and developing communities

Develop student skills and employability

**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:**

## Figurehead of Societies, Sports and Volunteering

### To be the lead Officer for Societies, Volunteers and Sport

### To champion the interests of Societies, Volunteers and Sport

### To ensure structures are in place to support and develop Societies, Volunteering and Sport

### To work closely with relevant BCUSU staff on all matters related to Societies, Volunteering and Sport

### To empower Societies, Volunteers and Sports to succeed

### To gather the opinion of Society members, Volunteers and Sport members to influence the work of BCUSU

## Engaging and developing communities

1. To engage all BCU campuses with BCUSU
2. To engage and develop a range of communities at BCU such as commuter students, halls of residences, part time students etc.
3. To lead on outreach activity for different BCU student communities
4. To gather the voice of student communities

**3. Develop student skills and employability**

1. To be the lead Officer on volunteering and employability for BCUSU
2. To ensure structures are in place to support student volunteering within BCUSU
3. To ensure student feedback is central to all work
4. To raise awareness of employability activities or initiatives across BCUSU and BCU
5. To work closely with relevant BCUSU staff and University teams such as Graduate + and Careers +
6. To ensure all students can access a range of skills and employability activities and services
7. To raise the profile of the work of BCUSU in reference to skills and employability development

## 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