



## **Birmingham City Students' Union**

### **VP Opportunities & Community Job Description**

<b>Principal purpose of job:</b>	Figurehead of Societies, Volunteering and Sport Engaging and developing communities Develop student skills and employability
<b>Location and times of work:</b>	Main place of work; City Centre and City South with the expectation to work and visit other campuses, regularly
<b>Responsible to:</b>	All BCU students with regular reports to Scrutiny Group

#### **Specific Duties:**

##### **1. Figurehead of Societies, Sports and Volunteering**

- a. To be the lead Officer for Societies, Volunteers and Sport
- b. To champion the interests of Societies, Volunteers and Sport
- c. To ensure structures are in place to support and develop Societies, Volunteering and Sport
- d. To work closely with relevant BCUSU staff on all matters related to Societies, Volunteering and Sport
- e. To empower Societies, Volunteers and Sports to succeed
- f. To gather the opinion of Society members, Volunteers and Sport members to influence the work of BCUSU

##### **2. Engaging and developing communities**

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

##### **3. Develop student skills and employability**

- a. To be the lead Officer on volunteering and employability for BCUSU
- b. To ensure structures are in place to support student volunteering within BCUSU
- c. To ensure student feedback is central to all work
- d. To raise awareness of employability activities or initiatives across BCUSU and BCU
- e. To work closely with relevant BCUSU staff and University teams such as Graduate + and Careers +
- f. To ensure all students can access a range of skills and employability activities and services
- g. To raise the profile of the work of BCUSU in reference to skills and employability development

**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 from 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 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
- 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