



BCUSU Vice President Equity & 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

4. Collective duties of the Executive Officers:

- a. Executive Officers are trustees of BCUSU and 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. Executive Officers are responsible for ensuring that the activity of BCUSU 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.
- c. Executive Officers will promote the Purpose, Vision, Aims and Objectives of BCUSU, and their own areas of activity, and engage students on every campus of BCU.
- d. Executive Officers shall contribute to all relevant campaigns of BCUSU as determined by the Student Scrutiny Panel where applicable.
- e. Executive Officers shall promote, defend, and extend the rights of student members.
- f. Executive Officers shall 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
- g. The Executive Officers will have due regard to the matters contained in the Equality Act 2010 and ensure BCUSU has up to date Equality, Diversity, and Inclusion 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.
- h. The Executive Officers are expected to challenge behaviour and actions which do not support our aim to be fully inclusive.
- i. Executive Officers shall steer the work of the senior management team to ensure BCUSU is fit for purpose for its members.
- j. Executive Officers shall act fairly and reasonably in the making of any decision.
- k. Executive Officers shall act as spokespersons for BCUSU and its membership.
- l. The Executive Officers are to act in the best interests of BCUSU and to not seek any personal gain from the term of office.
- m. Executive Officers, where required, will act as a signatory for BCUSU.
- n. The Executive Officers will report back on all activities undertaken to the Board of Trustees, Student Scrutiny Panel, and the Student Members Meeting as required.
- o. Executive Officers will liaise regularly with their designated key contact.
- p. The Executive Officers will produce detailed plans for the effective handover of duties to the incoming Executive Officer team, to ensure continuity within the Union.