



## **BCUSU Vice President Opportunities & Community job description**

<b>Principal purpose of job:</b>	Figurehead of Societies, Sports and Volunteering. 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, Sports and Volunteering.
- b. To champion the interests of Societies, Sports and Volunteering.
- c. To ensure structures are in place to support and develop Societies, Sports and Volunteering.
- d. To work closely with relevant BCUSU staff on all matters related to Societies, Sports and Volunteering.
- e. To empower Societies, Sports and Volunteering groups to succeed.
- f. To gather the opinion of Society members 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.

#### **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.