**Job Description**

**Vice-President**

**VISION**

Students creating success together

**MISSION**

A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

**VALUES**

**Collaborative:** We are better when we work together.

**Inclusive:** We will champion the diversity of our students and of the communities we are a part of.

**Sustainable:** We will champion wellbeing, equality and justice; make ethical decisions and help to grow a cleaner, fairer planet.

**Challenging:** We push ourselves, the University and students to think and do things differently.

**Creative:** We think outside the box, make mistakes and use our imagination.

**Location:** Cross-campus

**Salary and grade:** £19,718.56 + £1200 cross campus allowance

**Responsibilities**

The Vice President will:

* act as the lead representative for a faculty;
* chair a regular Faculty Forum to gather views, opinions, ideas and feedback;
* implement ideas and projects to improve the experience of students within the faculty;
* lead and support all elected representatives and volunteers within the faculty and Union;
* provide effective academic representation and prioritise the wider development of representation within the University;
* prepare for and attend Faculty & University meetings on which they are a member
* proactively campaign on matters relating to wellbeing and welfare (including but not limited to accommodation, belief, equal opportunities, housing, finance, safety and religion); and
* champion the benefits and growth of co-curricular and extra-curricular activities and opportunities

**All Full-Time Officers will**

* act as an Officer Trustee and member of the Board of Trustees with ultimate responsibility for directing the affairs of  the Union;
* act as a member of the Executive Committee & its Sub-Committees
* lead priority campaigns to promote change for the benefit of students and support all campaigns organised by the Union;
* hold regular meetings with relevant members of the Vice Chancellor’s Group and Corporate Management Team and attend other meetings with the University appropriate to the role; and
* work such hours and in locations required to satisfy the duties of the post to maximise benefit to students.

**All members of the Executive Committee will**

* represent students; attend and support all democratic meetings and gather student views, opinions, ideas and feedback;
* work in the direction of the vision, mission, values and strategic priorities of the Students’ Union;
* work to maximise communication with students;
* encourage participation in Union activities, in particular act as a champion for meetings, elections and campaigns;
* represent individuals, groups and the body of students to the University, National Union of Students, community and policy forming bodies, including attending meetings of such organisations;
* champion liberation, equality, diversity and inclusion;
* attend training courses and other opportunities for personal and professional development;
* attend meetings as appropriate; and
* comply with all regulations, policies and protocols of the Union.

The Students’ Union expects all staff to participate in any training programme, meeting or conference considered relevant to your job. The Students’ Union expects all staff to participate in, and take ownership of, their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Fresher’s Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.