

## **Officer Role Information Pack**

### **Working hours**

As a full-time officer, you will be employed to work 35 hours per week, from Monday to Friday. On days when you are working on your home campus, you would be expected to be in the office, ready to work, between 9am-5pm. You will have a hour's unpaid lunchbreak.

Part time officers will be employed to work 14 hours each week, scheduled around your academic commitments. Depending on your availability, you could choose to work two 7-hour days each week, or maybe two 5-hour days and one 4-hour day. We will work with you to find the best combination of days and hours; this will be your regular working pattern.

All officers are expected to work on campus every day. This helps you to be available and accessible to your students as often as possible.

### **Leave**

Full time officers are entitled to 175 hours' leave each year, plus 8 bank holidays and 7 organisational closure days over the Christmas and Easter vacations when the Students' Union is closed.

Part time officers (14 hours) are entitled to 70 hours' leave, plus 3.5 bank holidays and 2.5 organisational closure days over the Christmas and Easter vacations when the Students' Union is closed. This is pro-rated and is equivalent to the full-time equivalent.

As your role is not restricted by teaching weeks, you can choose to take your annual leave throughout the year, however we do ask that you don't take this during our busiest times such as Welcome in September and Welcome Back in January. It's good practice to make sure that you plan ahead and build time to rest into your year as an elected officer, especially before and after key events in the year, such as Welcome.

### **Training**

Your induction will take place over the summer vacation. The dates of your induction are not flexible, and you will be expected to keep these dates free to commit to attend your compulsory

training. Please let us know as soon as possible if there are any periods in June, July and August when you would not be available to work.

## Travel

As an officer for the Students' Union, you will represent the whole student body, across all campuses. Each officer will choose a campus as their "home" campus, which is where they will work from most of the time. However, in order to make sure that you are fairly representing the whole student body, you will also need to visit students and attend meetings on the other campuses on a regular basis. **This may be as often as once a week.**

The distance between our campuses are shown in the table below:

Campuses	Distance in miles	Journey time (public transport)	Journey time (car)
Cambridge to Chelmsford	47 miles	2 hours 9 minutes	1 hour 25 minutes
Cambridge to Writtle	50 miles	2 hours 35 minutes	1 hour 20 minutes
Cambridge to East India	58 miles	2 hours 5 minutes	1 hour 50 minutes
Cambridge to Farringdon	59 miles	1 hour 35 minutes	1 hour 40 minutes
Cambridge to Peterborough	43 miles	1 hour 37 minutes	1 hour 40 minutes
Chelmsford to Writtle	3 miles	40 minutes	15 minutes
Chelmsford to East India	36 miles	1 hour 8 minutes	1 hour 20 minutes
Chelmsford to Farringdon	39 miles	1 hour 6 minutes	1 hour 50 minutes
Chelmsford to Peterborough	84 miles	2 hours 33 minutes	1 hour 50 minutes
Writtle to East India	35 miles	1 hour 17 minutes	1 hour 15 minutes
Writtle to Farringdon	36 miles	1 hour 13 minutes	1 hour 40 minutes
Writtle to Peterborough	89 miles	3 hours	1 hour 50 minutes

East India to Farringdon	6 miles	40 minutes	40 minutes
East India to Peterborough	96 miles	2 hours	1 hour 50 minutes
Farringdon to Peterborough	97 miles	1 hour 50 minutes	2 hours

When you travel to a campus that is not your home campus, the Students' Union will pay the cost of your travel (except between Chelmsford and Writtle). In addition, you can also claim an additional £15 cross-campus travel allowance.

### **DBS Check**

A DBS check is a way for employers check your criminal record, to help decide whether you are a suitable person to work for them, especially when your role will include working with children or vulnerable adults.

For this role, you will need an Enhanced DBS check with list check. This is a check of your criminal record which will show details of all spent and unspent convictions, cautions, reprimands and final warnings held on central police records (apart from protected convictions and cautions) plus additional information held on local police records that is reasonably considered relevant to the job in question. It will also include a check of the DBS' children's and adults' barred lists. These are lists of individuals who are barred from working with children or vulnerable adults.

The DBS check will be requested after you have been successfully elected. You will need to provide us with three original forms of identification, such as a valid passport, driving licence and bank statement, to complete the check.

You will not need to pay for the check to be carried out; all charges relating to the Enhanced DBS check will be met by the Students' Union.

You may like to read the DBS Code of Practice, which can be found here: [DBS Code of Practice](#).

## **Benefits**

As a member of the ARU Students' Union staff team, you will have access to a range of benefits, including:

- **Travel expenses**

ARU Students' Union will cover reasonable travel expenses to campuses that are not your home campus, as well as travel to conferences and other meetings or events required by your role.

- **Cross campus allowance**

When you travel between campuses, you can also claim an additional £15 cross campus allowance each time you visit (excluding travel between Chelmsford and Writtle).

- **Visa payments**

If you are an international student, requiring a visa to study in the UK, you can apply for financial support towards the cost of visas and immigration healthcare charges for the duration of the role only (maximum 12 months). Please ask if you require any further information on this.

- **Medicash**

Medicash is a health cash plan which provides cover for everyday healthcare costs, enabling scheme users to claim back cash towards their treatments, within a maximum allowance.

Officers may opt into the Medicash Health Cash Plan when they join ARU Students' Union.

Cover will start from the 1<sup>st</sup> of the following month for those who wish to join.

ARU Students' Union will cover cost of the entry level subscription for the member of staff.

Dependent children, under the age of 24 who are in full time education, will be covered free of charge. The member of staff will be required to pay the cost of the tax on cost of the subscription. Cover at a higher level, or to include spouses, is also available on request for an additional cost.

- **CareFirst Employee Assistance Programme**

CareFirst offer our employees practical information as well as emotional support, available online and by telephone, including confidential counselling and advice services. The service can be accessed 24/7, offering you support when you most need it.

- **Pension**

All staff have to choose to enrol in the staff pension scheme, at one of two levels. At the lower level, you will contribute 5% of your wages each month and the Students' Union will contribute 3%. At the higher level, you opt to pay a 6% contribution each month, which is matched by the Students' Union. The higher contribution level also offers additional benefits, such as life assurance. Alternatively, you can choose to opt out of the pension scheme entirely.

- **Uniform**

We'll provide you with a practical uniform to wear for Students' Union events, ensuring that students can easily recognise you as one of the team! We have a casual dress code in our offices, but you can choose to wear your uniform every day if you would prefer.

- **Wellness programme**

Our Wellness at Work group support the mental wellbeing of the staff team by delivering a programme of events and information throughout the year. Recently, they have hosted lunch for staff on all campuses for Blue Monday, raised funds for Endometriosis awareness by asking everyone to wear yellow for the day, and encouraged us all to walk more and drink more in the Freshers Step Count and Hydration Challenges.

The Wellness team deliver the wellness events and activities alongside their roles with the Students' Union; why not volunteer to join the team during your year in post?

- **Wider training opportunities**

The Students' Union offers regular training in a variety of additional areas and all employees are encouraged to attend and make the most of these opportunities.

### **Skills that would be useful in this role:**

As an officer, you will need to have strong organisational skills. For example, in one week, you might need to travel to a different campus, prepare for a Trustee Board meeting, and meet groups of students in-person, to listen to their concerns. Being well-organised will ensure that you get the most out of each opportunity and that you maximise the time you have available each week.

In addition, solid interpersonal skills will help you to build a rapport with the students you meet, as well as enable you to speak up and advocate for the students you represent.

You should also be comfortable using Microsoft Office 365. We can train you to use other platforms that you may need to access in your role.

### **Skills that you will develop in this role:**

As an officer, you'll have the opportunity to develop skills that you'll find useful throughout your future career.

We'll support you to develop communication, problem-solving and negotiation skills as you support our students to have the very best experience at university.

Teamwork will play an integral part of your role as you work with all the teams in the Students' Union to deliver the very best service to ARU Students.

You'll develop confidence in speaking to a range of audiences, from students who approach you for support, to Trustee and University Leaders in meetings, or the parents of prospective students at an Open Day.

And, of course, leadership skills. In your role as a Student Leader, you will be in the unique position of representing ARU students at a local and national level.