



## **Job Description**

# **ARU Writtle Students Union**

## **Vice-President**

### ***Vision***

Our vision is to make a difference to every student.

### ***Mission***

It's our mission for every student to discover new things, build friendships and love your time at ARU.

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### ***Values***

*We are:*

#### **Inclusive**

We will champion the diversity of our students and their communities.

#### **Challenging**

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

#### **Sustainable**

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

#### **Collaborative**

We are better when we work together.

#### **Creative**

We think outside the box, learn from mistakes and use our imagination.

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<b>Job Title</b>	ARU Writtle Students' Union Vice President
<b>Department</b>	Executive Team
<b>Reports to</b>	ARU Students' Union President and ARU Writtle Students
<b>Grade</b>	1.4
<b>Salary</b>	£9379.60 This is a paid role.
<b>Hours of work:</b>	14 hours per week / flexibility required
<b>Place of work:</b>	The home campus will be Writtle. This role is not eligible for remote working.; you will be expected to travel when required to other campuses.
<b>Term of office:</b>	The term of office of the Vice President will be from the 1 <sup>st</sup> July to the 30 <sup>th</sup> June the following year. Your employment with ARU Students' Union will begin on Monday 17 <sup>th</sup> June 2024, to allow for a handover period and training. You must be prepared to be available on campus from this date.

**Application criteria:**

To apply for this role you must be a registered student and:

1. Be able to combine this role with your studies in 2024-25
2. Must be a Higher Education student.
3. Have a legal right to work in the UK.

*Please note that your application will be subject to employment eligibility checks. We may also contact the faculty to confirm completion of your units of study. If the conditions are not met, you may not be eligible to proceed with your application.*

**Purpose of the role:**

As ARU Students' Union Vice President, you will be representing ARU Writtle students at the highest level. Supported by the Students' Union professional staff team, you will work closely with the senior management team to ensure that ARU Students' Union is delivering its vision and values.

## **What are the benefits to you?**

### **New skills**

We'll support you to learn a host of transferable skills, including confidence speaking in public, planning and delivering successful campaign events, problem solving, project working and strategic decision making. Working within the Students' Union team will also support you to work effectively as part of a team and develop practical office skills.

### **Stand out!**

Your experience as an Officer with the Students' Union will help your post-University applications to stand out from the crowd! Your time as an Officer will help you to demonstrate your strengths to future employers, as you'll have a wealth of experience to draw on.

### **Be part of something big**

You'll participate in national conferences and events for Officers, offering you the chance to make connections with officers from Students' Unions located across the country.

### **Support with visa costs**

International students can apply for financial support towards the cost of visas and immigration healthcare charges for the duration of role only (maximum 12 months).

### **Responsibilities of the role of Students' Union Vice-President:**

- Act as the lead student representative for ARU Writtle and provide effective academic representation for the students of the University college;
- Be available for students; as the Students' Union's representative, you will receive a high volume of communication from students who want to raise a concern or share feedback with you;
- Be responsible for gathering feedback from ARU Writtle students. This may include chairing feedback forums, holding drop-in sessions, online feedback, in-person meetings;

- Lead and take an active role in significant campaigns and projects to improve the student experience, supporting our vision to make a difference to every student;
- Lead and support elected course reps and volunteers;
- Prepare for and attend Students' Union and University meetings. This will include reading all documentation and researching as needed in advance, as well as speaking in the meeting to contribute to the discussions. As a guide, this will take approximately 4-5 hours each week;
- Work as an effective member of the wider Executive Officer team, supporting their individual campaigns and projects, as well as working together on team campaigns;
- Work with the Communications Team to maintain regular and varied content and an active social media presence, sharing key messaging with ARU Writtle students;
- Take an active role in recruitment of Students' Union staff. Play a role on the interview panel, shortlisting and interviewing potential candidates;
- Champion societies, Students' Union events and opportunities.

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. The Students' Union is fully committed to its policies and procedures on Equality, Diversity and Inclusion.

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. As a member of staff, you would be 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.