



University of Wolverhampton

# Students' Union

## J O B   D E S C R I P T I O N

<b>Post:</b>	<b>Vice President Community</b>
<b>Main areas of responsibility:</b>	Lead Officer role across all campuses for engagement and community issues
<b>Scale:</b>	£20,464 Scale 2 (point15)
<b>Hours:</b>	35 hours per week
<b>Responsible to:</b>	Trustee Board /Student Council

### PURPOSE OF JOB:

To lead on community issues, supporting and representing students' interests in areas such as accommodation, transport, societies, health and well-being, and environment, as well as students' place in the wider community

Main portfolio roles and responsibilities	
Key Accountability	Performance Indicator
<b>General Officer responsibilities</b>	
Ensure that members views are researched and represented	High satisfaction levels from membership and low levels of complaints
Actively contribute to the strategic direction and development of the University of Wolverhampton Students' Union (UWSU)	Students' needs are reflected in the UWSU's strategic direction and in the delivery of UWSU services
Ensure a high profile is maintained with the membership to promote the work of the officer team and of UWSU	Active participation in engagement events such as Open Days, Welcome Week, UWSU promotional, social and campaigning events across all campuses  Actively encourages students to become more engaged within their Students' Union  Actively support the use and management of social spaces at UWSU
To ensure that efficient and effective communication takes place between full time Officers and all areas of the UWSU	General awareness of UWSU activities amongst staff and Officers  Positive relationship between Officers and the membership  Values of the UWSU are understood, respected, promoted and are reflected in the behaviour of the Officers, staff and membership
Support effective representation at strategic level	Awareness of student issues. Attendance at relevant

through attending meetings with UOW to ensure student voice and perspective are represented	committees and effective de-briefs to colleagues at UWSU
Provide individual student support/representation in disciplinary and academic appeal processes, working with the VP Academic as appropriate	Positive feedback from members
<b>Role Specific</b>	
Monitor community and welfare issues on a local and national scale	Good knowledge of current issues and trends
Take a lead on developing the partnerships with the local community and external agencies	Increasingly positive profile in the local media/external relations. Good knowledge of current issues locally
Represent students' welfare, facilities (including transport and accommodation issues) and student experience requirements of various cohorts through attending appropriate welfare and community meetings	High attendance levels Awareness of relevant issues with ability to comment and campaign when required
Lead on providing support/representation for students in disciplinary procedures. Undertake individual casework with regards to welfare and community issues	Positive outcome in a high number of cases Positive feedback from students
Lead in supporting student groups in order to develop non-traditional participation and representation	Student groups well represented within UWSU and on UOW committees Awareness of current issues with ability to comment and campaign when required
To ensure that members' voices are heard, disseminated and fed into UOW and UWSU plans where appropriate with particular focus on the roles remit and ensuring they are included in the plans and engagement of UOW	Student groups well represented within UWSU and on UOW committees
To be the lead officer responsible for engaging with students in the SU space across all the campuses	High levels of participation

## Key Relationships

- University wide and faculty staff
- Local government councillors and senior staff.
- External agencies.
- All elected and volunteer Union officers.
- SU Chief Executive Officer
- Student Engagement Managers
- SU staff
- NUS and officers and other external stakeholders at a senior level.

## Role as Officer Trustees

Officer Trustees share the following responsibilities with the University, external and student trustees:

- Ensuring UWSU has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of UWSU.
- Ensuring UWSU complies with all legal and regulatory requirements.
- Acting as guardians of UWSU assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that UWSU's governance is of the highest standard.

In addition to emphasize that all Office trustees as Trustees elected by the members of UWSU are also charged with ensuring that the views of the student body are researched and represented. All officers also actively work to promote the values of democracy, diversity, and equality of opportunity as well as ethical and environmental values amongst the student population

## Person Specification

All sabbatical officers should be:

- Committed to the vision, aims and values of UWSU.
- Constructive about other officers', staff and trustees' opinions
- Able to act reasonably and responsibly when undertaking their responsibilities
- Able to maintain strict confidentiality
- Able to analyse information and, when necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between management and governance functions
- Excellent role models who promote the highest standards of probity and integrity
- Firm supporters of equality of opportunity and committed to promoting diversity

## Removal from Office

Any sabbatical officer may be removed from office via the democratic processes outlined in UWSU's Memorandum and Articles of Association and corresponding Bye Laws, if a democratic issue, or via the Disciplinary Procedure in the Staff Handbook, for any employment/contractual issues. Please refer to those documents for more information