



J O B D E S C R I P T I O N

Post:	Vice President Diversity
Main areas of responsibility:	Lead officer in representing the needs of the diverse student communities
Scale:	£20,464 Scale 2 (point15)
Hours:	35 hours per week
Responsible to:	Trustee Board / Student Council

PURPOSE OF JOB:

To represent diversity and equality issues, raising the profile and commitment to our wider student body, including International and EU students, BIPOC*, Disability and Liberation groups.

To represent the needs of the diverse student communities, with a particular focus on post graduate, international students and other student support groups.

Main portfolio roles and responsibilities	
Key Accountability	Performance Indicator
General Officer responsibilities	
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 through attending meetings with UOW to ensure	Awareness of student issues. Attendance at relevant committees and effective de-briefs to colleagues at

* - Black, Indigenous, and People Of Colour

student voice and perspective are represented	UWSU
Provide individual student support/representation in disciplinary and academic appeal processes, working with the VP Academic as appropriate	Positive feedback from members
Role Specific	
Monitor diversity issues on a national and local scale	Good knowledge of current issues and trends
Lead on supporting student groups in order to develop non-traditional participation and representation – i.e. Liberation groups, parents, post graduate and mature, disability	Student groups well represented within UWSU and on UOW committees Awareness of current issues with ability to comment and campaign when required
Take a lead on developing relationships and understanding the needs of our diverse students groups	Good knowledge of current issues and trends High motivation and engagement demonstrated
Lead on researching and representing the equality and diversity needs of diverse student cohorts	High levels of participation from student groups, international and BAME 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 international and attainment issues	Positive outcome in a high number of cases Positive feedback from students
Lead in supporting student groups to develop and increase non-traditional participation, engagement, and representation. Develop and deliver campaigns and surveys in areas affecting the needs of the wider student membership	Student groups well represented within UWSU and on UOW committees Good uptake and reception of campaigns from the membership with high levels of involvement

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