

# BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

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**Role:** Executive Officer for Postgraduate Students

**Department:** Representation

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**Opportunity:** The position of Executive Officer for Postgraduate Students at Bucks Students' Union is a unique opportunity to be part of the team driving the direction of the Union. Ensuring that postgraduates are firmly at the center of Bucks Students' Unions planning, development and implementation of our strategic aims.

Working alongside other executive officers and our full time sabbatical officers you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members.

You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector as well as other officers from other Unions.

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## **Benefits:**

- Considerable opportunities for networking, training and personal development
  - Excellent career experience
  - An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
  - Working in a vibrant fun and exciting environment
  - Opportunity to represent the Students' Union at external events and social, celebratory occasions.
  - Invited to the Union Awards ceremony.
  - Potential to represent Bucks students on a national stage at an appropriate NUS Conference.
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## **Duties and responsibilities:**

- Be the voice of postgraduates at Bucks Students' Union and attend Union Council.
  - Have optional involvement in other committees in order to further your input within the organisation.
  - Be responsible for communication with key stakeholders
  - Receive and write reports from officers and staff regarding the operations and progress of the union
  - Receive and write reports based on the local and national student movement and the future direction of Higher Education.
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## **People who like this opportunity may also be interested in the following positions:**

- Other Executive Officer positions
  - Student Trustee
  - President
  - Vice President Education and Welfare
  - Vice President Student Involvement
  - NUS National Conference Delegate
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**Training and support:** A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

**Skills gained:** Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):

N/A

**Time commitment:** Union Council meetings take place every month during term time. Most meetings will be held in the evenings. Some extra time for correspondence between meetings 6-10 hours a week when busy and 1-2 hours a fortnight when quite.

**Flexible:** There is considerable flexibility in the correspondence between meetings and meetings are normally on Thursday evening starting at 5pm.

**Fixed:** The role may involve participation in meetings which operate on a fixed calendar.

**National Conferences:**

- appropriate NUS conference

**Committees Attended:**

- Union Council

**Optional other committees may include:**

- AU Council
- Societies Council
- Education Forum

**Qualification requirements:** You do need to be on a postgraduate course but no formal qualifications required however a passionate interest in representation and having a positive impact on students' time at bucks will help.

**Method of appointment:** This position is elected by the students of Bucks New University.

**Venue:** Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

**Responsible to:** All postgraduate students and Union Council of Bucks Students' Union.

**Operates alongside:** President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and Executive officers of Bucks Students' Union.

**For further information contact:**

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**[bucksstudentsunion.org/representation](http://bucksstudentsunion.org/representation)**