



# BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

<b>Role</b>	Vice President Education and Welfare (VPEW)
<b>Department</b>	Trustee Board
<b>Reports to</b>	The membership of Bucks Students' Union, Union Council and the Trustee Board of Bucks Students' Union
<b>Location:</b>	Bucks Students' Union Offices, predominantly the High Wycombe campus, with time spent at Uxbridge, Aylesbury, Nottingham, and potentially Partner College campuses
<b>Important dates</b>	<p>Elections Period: Mid February (campaigning) – Early March (voting)</p> <p>Handover period</p> <p>Training days as required</p> <p>A comprehensive and extended programme of induction and ongoing training and development tailored to the individual.</p>
<b>Opportunity</b>	<p>The position of Vice President Education &amp; Welfare of Bucks Students' Union is a unique opportunity to be part of the Union's Leadership Team. It offers the right individual the opportunity to shape and influence the academic and social life for students at Buckinghamshire New University in pursuit of the Union's mission to 'Make Life Better for Students at Bucks'.</p> <p>As Vice President Education &amp; Welfare you will be a representative of students at the University particularly with regards to student education and welfare, as well as a member of the Board of the Trustees of a Charity whose role is to improve the education of students at Buckinghamshire New University.</p> <p>You will have the opportunity for considerable networking both within the University and outside, particularly with other professionals and representatives in the student movement.</p> <p><b>Method of appointment:</b> This position is elected by the students of Buckinghamshire New University.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be responsible for improving the educational experience of all students at BNU</li> <li>• Lead on enhancing the welfare of all students at BNU</li> <li>• Be the course representative and assume responsibility for the Union's input into the University's system of student representation</li> <li>• Hold the University accountable for its promises and delivery of the student experience</li> <li>• Be a trustee of the Union and a part of the Executive Team</li> <li>• Work with the Advice Centre on welfare campaigns and other campaigns with Union staff</li> <li>• Be a primary representative of all students at BNU on issues within the University, the local community and the national stage</li> <li>• Principal representative for the Union's Mental Health Framework</li> </ul>

<b>Standards required</b>	<ul style="list-style-type: none"> <li>• The post holder will be a current student or current Elected Officer</li> <li>• The post holder will need to act in a polite, friendly, and helpful manner.</li> <li>• The post holder will always display the highest standards of integrity and honesty</li> <li>• The post holder will observe high standards of punctuality</li> </ul> <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p>
<b>Person specification</b>	<ul style="list-style-type: none"> <li>• General knowledge of students at BNU</li> <li>• Effective communication skills</li> <li>• Ability to work as part of a team</li> <li>• Basic digital skills</li> <li>• Ability to work in a democratic student environment and adopt the values of BSU</li> </ul>
<b>Time commitment</b>	<p>Full time position paid for 37 hours per week. Considerable evening and weekend working is involved for which no overtime is paid. Normal working hours are 9am – 5pm Mon - Fri.</p> <p><b>Flexible:</b> There is considerable flexibility except for the schedule of regular meetings referred to below.</p> <p><b>Fixed:</b> The role involves participation in many meetings which operate on a fixed calendar and of variable frequency.</p>
<b>Committees Attended</b>	<p><b>Union Committees</b></p> <ul style="list-style-type: none"> <li>• Union Council</li> <li>• Trustee Board</li> <li>• Strategy and Planning</li> <li>• Finance &amp; Staffing</li> <li>• Governance Committee</li> <li>• Representation Management Committee (Chair)</li> <li>• Education Forum (Chair)</li> <li>• Advice and Welfare Committee</li> <li>• Student Voice Officer Committee</li> </ul> <p><b>University Committees</b></p> <ul style="list-style-type: none"> <li>• Senate</li> <li>• Learning and Teaching Committee</li> <li>• Student Experience Committee</li> <li>• Academic Planning Committee</li> <li>• Quality Assurance Committee</li> <li>• Mitigating Circumstances Panels</li> <li>• Academic Appeals Panels</li> <li>• Academic Integrity Panels</li> <li>• Programme Committee Meetings</li> <li>• Misconduct Panels</li> <li>• University Course Validation and Amendment Panels</li> <li>• Periodic Reviews</li> </ul> <p><b>External Meetings</b></p> <ul style="list-style-type: none"> <li>• South East Conference</li> <li>• NUS Lead and Change Conference</li> </ul>

## Skills gained

Participating in this opportunity will enable you to develop and practice the following skills:

- written communication
- teamwork
- organisational skills
- verbal communication
- time management
- marketing
- delegation
- financial management
- citizenship
- decision making
- IT
- community awareness
- problem solving
- leadership
- cultural awareness
- numeracy
- networking
- creativity
- environmental awareness
- project management
- learn a new skill
- Other (as specified below):

You will become a fully trained and experienced charity trustee. As there is a national shortage of young experienced trustees, when you leave you may be able to use your skills to get high-quality voluntary experience as a trustee in many fields and industries to support your career aspirations. You will also have the opportunity to sit on different interview panels for University and Union staff.

## Benefits

- Salaried position £25,948 p.a
- Holiday entitlement of 30 days plus bank holidays and the Christmas closure period
- Stakeholder pension is available
- Considerable opportunities for on the job training and development
- Excellent career experience
- Free under 25's railcard
- Free Totum card
- Out of pocket expenses paid
- An opportunity to work within a dynamic, student led organisation making a real difference for students at BNU
- Working in a vibrant, fun and exciting environment
- Financial support towards the cost of visas and health surcharge fee may be available to successful candidates where applicable.

## For more information, contact

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