

# BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what this position within Bucks Students' Union will involve. It highlights the commitments, skills and benefits you can expect in taking up that role.

**Role:** Vice President Education & Welfare  
(Uxbridge & Aylesbury)

**Department:** Trustee Board

**Opportunity:** The position of Vice President Education & 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'.

As Vice President Education & 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.

You will have the opportunity for considerable networking both within the University and outside, particularly with other professionals and representatives in the student movement.

## Benefits:

- Salaried position £25,048 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

## Duties and responsibilities:

- Be responsible for improving the educational experience of all students at BNU
- Lead on enhancing the welfare of all students at BNU
- Be the course representative and assume responsibility for the Union's input into the University's system of student representation
- Hold the University accountable for its promises and delivery of the student experience
- Be a trustee of the Union and a part of the Executive Committee
- Work with the Advice Centre on welfare campaigns and other campaigns with Union staff
- Be a primary representative of all students at BNU on issues within the University, the local community and the national stage
- Principle representative for the Union's Mental Health Framework

## People who like this opportunity may also be interested in the following positions:

- Student Trustees
- President
- Vice President Achievement and Belonging
- NUS National Conference Delegate
- Vice President Education and Welfare (High Wycombe)

**Training and support:** A comprehensive and extended programme of induction and ongoing training and development is part of this position. The opportunities for continuous professional development are considerable.

**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 checked="" 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 checked="" type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input checked="" type="checkbox"/>	numeracy	<input checked="" type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

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.

**Time commitment:** 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.

**Flexible:** There is considerable flexibility excepting the schedule of regular meetings referred to below.

**Fixed:** The role involves participation in many meetings which operate on a fixed calendar and of variable frequency.

#### Committees Attended:

##### Union Committees

- Union Council
- Trustee Board
- Finance & Staffing
- Governance Committee
- Advice and Welfare Committee
- Strategy and Planning
- Executive Committee
- Society Funding Committee
- Rep Con Working Group
- Education Forum (Chair)
- Representation Management Committee (Chair)
- Feedback Oversight Group (Chair)

##### University Committees

- Senate
- Education Committee
- Student Experience Committee
- Academic Planning Committee
- Quality Enhancement Committee
- Mitigating Circumstances panels
- Academic Appeals panels
- Academic Integrity Panel
- University Course Approval Panels
- Programme Committee Meetings

##### External Meetings

- NUS Lead and Change Conference
- South East Conference

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

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

**Responsible to:** Union Council & The Trustee Board of Bucks Students' Union.

**Operates alongside:** The President, Vice President Achievement and Belonging, Senior Management Team and Trustee Board of Bucks Students' Union.

#### For further information contact:

**Matthew Kitching** Deputy CEO  
matthew.kitching@bnu.ac.uk  
01494 601 600

**Lucy Ryan** Student Experience Manager  
lucy.ryan@bnu.ac.uk  
01494 601 600

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