

# 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.

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**Role:** Vice President Education & Welfare

**Department:** Trustee Board

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**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 Bucks 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 Bucks 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.

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## **Benefits:**

- Salaried position £22,566.36 p.a.
  - Holiday entitlement of 25 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 NUS card
  - Out of pocket expenses paid
  - 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.
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## **Duties and responsibilities:**

- Be responsible for improving the educational experience of all students at Bucks
  - Participate in enhancing the welfare of all students at Bucks
  - Be the principal course representative and assume political responsibility for the Union's input into the University's system of student representation
  - Hold the university accountable for its promises and delivery of education
  - Be a trustee of the Union and a part of the Executive Committee
  - In conjunction with the Advice Centre Lead on Welfare Campaigns
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## **People who like this opportunity may also be interested in the following positions:**

- Student Trustees
  - President
  - Vice President Student Involvement
  - NUS National Conference Delegate.
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**This section is merely a guide for you, as to experiences which may be helpful. No experience necessary.**

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**Training and support:** A comprehensive and extended programme of induction and ongoing training and development is a conditional 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 will 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 Centre Committee
- Education Forum (Chair)
- Representation Management Committee (Chair)
- Strategy and Planning
- Partner College Working Group
- Programme Committee Meeting Feedback Forum (Chair)

##### **University Committees**

- Senate
- Education Committee
- Quality and Standards Committee
- Equality, Diversity & Inclusion Committee
- Mitigating Circumstances panels
- Academic Appeals panels
- Viva Voce panels
- Research Degrees Committee
- Student Access and Success Steering Group

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

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

#### **For further information contact:**

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