



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

Role	College Officer	Department	Representation
Reports to	Vice President Education and Welfare, Vice President Student Affairs and Campus Experience, and the Representation Team		
Location	Most meetings will be held online on the campus on which your course is based, although occasionally you may be asked to travel to the other campuses.		
Important dates	College Officer training workshops (Attendance is mandatory at all sessions) • Friday 25 September • Wednesday 7 October • Wednesday 14 October • Wednesday 21 October Education Forum • Monday 9 November 2026 • Monday 1 February 2027 • Monday 19 April 2027		
Opportunity	College Officers play a key role in representing the student experience within their college. You will gather and collate feedback by working closely with student reps and senior reps, ensuring you have a strong understanding of both areas for improvement and examples of good practice across courses. This insight will be shared with the Students' Union and the University to help drive positive change. You will also support the Representation Team with administrative aspects of the student rep system. For example, this may include collating and organising feedback for Programme Committee Meetings and maintaining regular communication with student reps and senior reps within your college, alongside other initiatives and projects. The three Colleges are: • Creative Arts, Technology, and Engineering • Health and Society • Leadership and Innovation. We are recruiting one College Officer per college.		
Responsibilities	Core Responsibilities: • Attend four training workshops • Arrange and attend three Coffee Sessions with a member of the College Leadership Team • Attend three Education Forum meetings • Submit regular reports on the academic experience within your college • Gather feedback from student reps and senior reps • Share updates and feedback with student reps and senior reps Additional responsibilities: • Attend Programme Committee Meetings (PCMs) as the Students' Union Representative • Communicate regularly with students in your college, both online and in person • Represent the student voice on university panels, including validations, course amendments, and gross misconduct		

Standards required	The post holder will: • Be currently studying an FE or HE qualification at BNU in the College they are applying for • Follow all policies and procedures of the Students' Union. • Respect democratic structures and adopt the values of Bucks Students' Union • Maintain a polite, friendly, and helpful attitude • Demonstrate honesty, integrity, and a strong work ethic • Observe high standards of punctuality • Respect equal opportunities and show sensitivity to diversity • Show awareness of ethical and environmental considerations in the workplace
Person specification	• General knowledge of your college and student life at BNU • Effective communication and interpersonal skills • Ability to work collaboratively as part of a team • Confidence to contribute to discussions and challenge constructively • Ability to listen to and reflect the views of others • Good organisational and time management skills • Basic Microsoft Excel and Word skills • Ability to work in a democratic student environment and adopt the values of BSU
Time commitment	Approximately 20 hours of set meetings per year (excluding university panels). The time spent gathering feedback, preparing, and attending meetings, and working on other responsibilities can be fit around other commitments.
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 • delegation • decision making • IT • problem solving • leadership • cultural awareness • networking • creativity • project management • learn a new skill
Benefits	• Paid an hourly rate of £14.24 (inc. holiday allowance) • Excellent career experience (e.g., committee experience, leadership, networking, time management) • Considerable opportunities for networking, training, and personal development • Scope to gain experience in people and project management • An opportunity to work within a dynamic student-led organisation, making a real difference for students at BNU • Branded Bucks Students' Union hoodie • Invite to attend Union Awards
For more information, contact	Lucy Ryan Student Experience and Advocacy Manager lucy.ryan@bnu.ac.uk 01494 601600