



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

Role	College Officer
Department	Representation
Reports to	Vice Presidents Education and Welfare and the Representation Team
Locations	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	<ul style="list-style-type: none"> • College Officer training • Education Forum
Opportunity	<p>College Officers collate information on the student experience in their college, liaising with student reps and senior reps to ensure that you have a sound understanding of the areas for improvement affecting students across the range of courses within your college, alongside areas of good practice, and feeding this back to the Students' Union and University. You will also be required to assist the Representation team throughout the year with various administrative tasks associated with the student rep programme. These include collating feedback for Programme Committee Meetings and communicating regularly with student reps in your college. Full details will be provided to those appointed.</p> <p>The three Colleges are:</p> <ul style="list-style-type: none"> • Creative Arts, Technology, and Engineering • Health and Society • Leadership and Innovation. <p>We are looking for two officers per college, though the number of College Officers recruited each year may depend on student numbers and the breadth of work to complete.</p>
Responsibilities	<p>Core Responsibilities:</p> <ul style="list-style-type: none"> • Attend one induction training day • Arrange three Coffee Sessions with your Associate Dean: Education • Attend three Education Forum meetings • Submit regular reports on the academic experience in your college • Time required to gather feedback from student reps and senior reps • Time required to give feedback to student reps and senior reps. <p>Additional responsibilities:</p> <ul style="list-style-type: none"> • Attend Programme Committee Meetings (PCMs) as the Students' Union Representative • Communicate regularly (both online and face-to-face) with the students in your college • Opportunity to sit on university panels as the student voice representative. • Other reasonable requests made by the Representation team. <p>Specific terms and initiatives will be explained during induction and training, but for a conversation before application, please get in touch using the details below</p> <p>Completion of all required responsibilities will reward you with £350, with the opportunity to increase through taking on additional work with the representation team</p>

Standards required	<ul style="list-style-type: none"> • The post holder will be a current student in the relevant College • The post holder will need to act in a polite, friendly, and helpful manner • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality • The post holder will be aware and respectful of equal opportunities and sensitive to diversity.
Person specification	<ul style="list-style-type: none"> • General knowledge of your college • Effective communication skills • Ability to work as part of a team • Basic Microsoft Excel and Word skills • Ability to work in a democratic student environment and adopt the values of BSU
Time commitment	<p>Fixed: Approximately 20 hours of meetings per year</p> <p>Flexible: The time that you spend gathering feedback from student reps, preparing, and attending various meetings, and working on Programme Committee resources can be fit in around other commitments.</p>
Skills gained	<p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Reward of up to £350, with the opportunity to earn more • Excellent career experience (e.g., committee experience, leadership, networking, time management) • Scope to gain experience in people and project management • Partake in policy making within the Students' Union • Branded Bucks Students' Union hoodie • Soft drinks during shifts • Invite to attend Union Awards.
For more information, contact	<p>Lucy Ryan Student Experience Manager lucy.ryan@bnu.ac.uk 01494 601 600</p>