



**UNIVERSITY OF LINCOLN STUDENTS' UNION
ROLE DESCRIPTION**

ROLE TITLE: Vice President Activities	DEPARTMENT: Student Leader
LOCATION: Students' Union	REPORTS TO: Board of Trustees and Student Members
SALARY: Grade 4/Spine Point 12 (£19,731)	DATE: June 2019- June 2020

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community</p> <p>Student Leaders are elected by the student body, and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	To act as a Trustee of the Union, as well as being the lead Officer on Sports Clubs and Societies, Social Opportunities, and matters of an active and healthy lifestyle.

KEY RESPONSIBILITIES

Key Responsibilities
<p>Act as a Trustee of the University of Lincoln Students' Union</p> <p>To act as a member of the Board of Trustees, attending meetings and reporting to its members</p> <p>Support the communication of decisions made by the Board of Trustees and Executive Committee to the Union's members through appropriate channels</p>
<p>Act as a Representative in relation to Student Sports and Societies</p> <p>To be responsible for gathering the student opinion in relation to student sports and societies and their development</p> <p>To act as the Chair of the Activities Hub, to ensure that all decisions made regarding Sports and Societies are made in the best interests of students</p> <p>To attend the Sports Hub and the Societies Hub to ensure that helpful discussions take place with representatives from Sports Clubs and Societies around the development of Sports and Societies at Lincoln.</p> <p>To act as the Chair of the 'Sport at Lincoln' meetings</p> <p>To act at the lead Officer in key areas of the Unions' development and activity</p>



- To act as the lead Officer in relation to student-led Sports Clubs and Societies, and intramural sport
 - To be responsible for policy development relating to student-led Activities
 - To work with the University to develop activities across all campuses, achievement levels and skills, to ensure all sporting activity and Societies are accessible to all
 - To be the lead Officer for the election, training and support of Activities Representatives, including the Sports Officer and Societies Officer, and Activity Committees
 - To liaise with other universities on events which will benefit students, where partnership or the sharing of best practice may be beneficial, and the development of events such as Varsity and Tour
 - To attend British University and Colleges Sport Conference, and divisional and national meetings on behalf of the Students' Union, as well as frequently attending BUCS matches when possible
 - To work with the Sports Centre, Sports and Exercise Science Department, and University estates to develop facilities, equipment and funding
 - To support the development of student-led competitive, social, and intramural sport
 - To support the development of student-led Societies, including academic Societies supported in partnership with the VP Academic Affairs
 - To lead on the planning and organisation of the annual 'We Are Lincoln' celebration/awards event for all student-led Activities
 - To support the promotion of all University and Union surveys
- In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

PERSON SPECIFICATION

Could you be the next Vice President Activities?

Are you confident in speaking to a range of people about topics which are important to you? Can you write clearly and engagingly, and speak publicly in a powerful and interesting way?

Do you have the ability to be diplomatic and to negotiate effectively, showing respect when putting across ideas and reaching conclusions which benefit all involved?

Can you confidently manage projects and events in an organised and effective way, in order to get the most from them, effectively managing your time?

Are you passionate about representing student views on specific issues, gathering feedback and ideas to ensure that everything you do is evidence-led and in the best interest of students?

Do you feel confident in leading by example, and working with a range of people to achieve your aims and ultimately make a difference?



Are you passionate about developing Sports and Societies at Lincoln, and ensuring that students' views are heard on all matters relating to activities?

Do you want to make a change and be part of the student experience here at Lincoln?

YOU COULD BE THE NEXT VP ACTIVITIES!

ADDITIONAL INFORMATION

Scope and Dimensions of the Role	<p>Work in a manner that reflects the values of the organisation as shown in ULSU's constitution and strategic plan, and in line with ULSU policies and procedures.</p> <p>Promote a positive image of the University of ULSU at all times.</p> <p>Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Act 1998.</p> <p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the staff performance and development review scheme.</p> <p>Actively follow and promote ULSU policies.</p> <p>Some attendance at meetings outside normal office hours may be required.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection legislation.</p> <p>To undertake such other additional duties as may be required from time to time within the overall scope of the appointment, as directed by the Trustee Board.</p>
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Key Working Relationships	<p>Chief Executive</p> <p>Executive Officer team</p> <p>Volunteer Officers and Activity Committees</p> <p>Students' Union staff team</p> <p>Vice Chancellor</p> <p>University SMT</p> <p>University Departments, including the Sports Centre and Estates</p>
External Contacts	<p>National Union of Students</p> <p>Regional and National Executive Officer teams</p> <p>Local community groups and relevant stakeholders</p>

Author		Date Published	January 2019
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