



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

ROLE TITLE: Vice President Welfare & Community	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	<p>To act as a Trustee of the Union, as well as the lead Officer on issues of student welfare, including housing, finance, safety, and health. To lead on efforts to engage students positively in their local community and encourage partnerships and strong relationship with the local community.</p>

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 students' welfare and the community</p> <p>To work closely with the SU Advice Centre, Student Services and Student Wellbeing to support and represent students in welfare-related cases and ensure students' welfare concerns are heard and addressed in the necessary areas</p> <p>To represent the concerns and views of students from all groups facing racism, unfair discrimination and harassment, and campaign for necessary/appropriate action</p> <p>To support Campaigns Officers in representing their groups and with the delivery of campaigns, working in partnership with the Vice President Activities</p>
<p>To act at the lead Officer in key areas of the Unions' development and activity</p>



- To identify and oversee welfare priority development areas in the Union and University, and related campaigns
- To act as lead Officer on equality and diversity issues across the University and in a local and national context
- To be responsible for the creation or development of policy, support and representation relating to equality and diversity, community, citizenship, and environment and sustainability
- To develop the integration of students into the local community and students' involvement in matters which affect the community, including civic activity and community events
- To raise students' awareness of notable issues or significant opportunities in student safety, society, culture and citizenship
- To oversee the development of the accommodation Accreditation Scheme, working with the University and other stakeholders
- To develop relationships within the local community, including key community groups and essential contacts, and encourage students' engagement with these
- To acts as the lead Officer for community based volunteering, including RAG (Raise and Give) working closely with the Union's Employability & Volunteering team
- To work with the community reps to achieve community cohesion
- To work to deliver the Community Engagement Strategy
- To support the promotion of 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 Welfare & Community?

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 student welfare, fostering positive relationships in the community, and student volunteering, and making the student voice heard across the University of Lincoln?

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

YOU COULD BE THE NEXT VP WELFARE & COMMUNITY!

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, specifically the Campaigns Network</p> <p>Students' Union staff team</p> <p>Student Wellbeing, Student Services, and Student Support</p> <p>University Chaplain</p> <p>Vice Chancellor</p> <p>University SMT</p> <p>University Departments</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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