



Role Description

Job Title	Activities Officer
Location	University of Leicester Students' Union, LE1 7RH
Salary	£19,000
Reports To	Students
Role Purpose	<ul style="list-style-type: none"> • Work closely with student groups to help them achieve their full potential • Be responsible for co-ordinating the environmental strategy of the Union • To oversee the development of student volunteering: community projects, fundraising etc.

Welcome to the Executive Team within the Students' Union!

The Students' Union is an independent, democratic organisation and a charity that represents students' best interests while studying at the University of Leicester.

Students decide who will run and lead the Union so elections provide the chance to be part of something big, have some fun, and shape the Students' Union.

Executive Officers (Officer Trustees)

A Trustee of the Charity and a Director as required:

General

- All Executive Officers have a responsibility to ensure under-represented groups are represented in each of their assigned remits, as well as within the University community, ensuring their student experience is exceptional and advocating any issues that may be important to that group.
- Oversee and develop the Union's representational and democratic structures and systems to ensure as wide as possible student involvement.

- Monitor and propose provision of equal opportunities to students, promote and campaign for equal opportunities within the Union and the wider community.

Representation

- To be representatives of student views to the University and to external bodies.
- To regularly talk and listen to the entire membership of the Union.
- To complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- To be responsible for communication of the work of the Executive team to the entire membership of the Union.
- To show an active engagement in all activities of other Officers/Representatives.
- To promote and abide by the Union's motto of "an innovative Union that empowers students to deliver change".
- To ensure that the Union enhances the student experience and effects real change to students' lives via effective representation and campaigning.

Trustee

- To act as Trustees of the Union, ensuring that all of its services are relevant with positive effects on students.
- To abide by the Trustees' Code of Conduct.
- To abide by the laws of the United Kingdom and by the Union's Constitution.
- To promote the purpose, vision, aims and objectives of the Union.
- To actively commit to reducing the environmental impact of the Union, whilst highlighting the best ethical practice.
- To carry out all duties with due regard to Health and Safety, Customer Care and Equal Opportunities Policies.
- To be Directors of the Union and other appropriate subsidiary companies (where eligible in company law), having legal responsibility for its services.

Main Duties and Responsibilities

- To be responsible for coordinating the environmental strategy of the Union.
- To respond to student complaints about the Union and work with the relevant member of staff to resolve them as outlined under Ordinance XXII (Section 22).
- To support the work of the various student groups, enhancing the quality of experience and improving student engagement across all sectors of the population.
- To conduct activities and employability related campaigns as required.
- To work with Union Activities on supporting and developing student groups, including projects like Freshers'/Refreshers' Fair, Give It a Go, RAG Week etc.
- To be the principal point of contact between the Union and the Career Development Service.
- To act as the representative of the Union on matters concerning student activities, both to the University and external bodies.
- To oversee the development of student groups and media groups.
- To oversee and publicise the process of ratifying student groups and the allocation of grants to student groups.
- To develop the employability of students.
- To oversee the development of student volunteering: community projects, fundraising etc.
- To oversee student development programmes: student group leaders, elected Union Council Officers/Representatives.
- To develop accreditation programmes, both within the Union and the University of Leicester Award, Higher Education Achievement Record.
- To be the prime representative on widening participation and outreach work within the University.