



Role Description

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| Job Title | Wellbeing Officer |
| Location | University of Leicester Students' Union, LE1 7RH |
| Salary | £19,000 |
| Reports To | Students |
| Role Purpose | <ul style="list-style-type: none"> • Represent our students in relation to their health and wellbeing • Conduct wellbeing campaigns and work actively in the student community • Contribute to University meetings that concern student wellbeing |

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 represent student views on matters affecting their wellbeing in the University locally and nationally.
- To ensure the welfare, safety and wellbeing of the students at the University of Leicester is protected.
- To conduct wellbeing related campaigns as required.
- To liaise with internal and external groups on relevant issues.
- To be responsible for all the Union's community liaison work and representing the Union to local community organisations and at relevant community meetings.
- To work actively with local and regional bodies on matters affecting student health.
- To be the principal liaison for all accommodation issues, including oversight of SULets.
- To be the principal point of contact between the Union and the University of Leicester's Support Services to ensure that the provision is consistent, accessible and relevant to the needs of students.
- Work in collaboration with the Education Officer with regard to the Education Unit and other Union support services activities campaigns.
- To be the primary student representative on issues of student discipline.
- To support and help promote the work of Nightline to students.
- To be responsible for reviewing the support signposting information on the Union's website to ensure it is up to date and accurate.
- To be responsible for liaising with Union staff members and Human Resources to put in place, review and update the Time to Change Pledge action plan.