
DURHAM \$U

Officer

Role Description

Job Title:	Officer	Job Category:	Voluntary
Salary	£19,478	Contract length	Fixed term, 12 months
Start date:	1 August 2019 (start date can be flexible based on academic commitments)	End Date:	31 st July 2020
Holiday Entitlement:	25 days plus 8 days bank holiday.	Place of Work:	Dunelm House, Durham Students Union
Hours of work	37.5/week		

Purpose of the post:

Elected Officers have the power to shape their roles and the work of the SU as the leaders of the Union. The Union provides training through the National Union of Students and other providers in July so you would be available from for from 16 July and have a handover period with the outgoing Student Officers.

They are supported and advised by a team of full-time staff. They also sit on the Students' Union Board of Trustees. Student Officers are accountable to Durham SU's student members, and report on their work to students through social media and reports to Assembly where any student can submit a question to them about their work. There are five specialised Student Officer roles. These roles are President, Opportunities Officer, Postgraduate Academic Officer, Undergraduate Academic Officer and Welfare and Liberation Officer.

Benefits:

- Buy / sell holiday entitlement,
- Pension,
- Birthday day off
- Two days paid volunteering leave per annum
- If you attend any events away from Durham, including overnight stays, all expenses will be covered by Durham Students' Union.

Role and Responsibilities:

All Student Officers have the following overarching responsibilities:

- Promote and defend the rights of members and act in the best interest of the Union at all times
- Actively lead campaigns on a range of issues that affect the diverse range of members, including development of policy
- Implement and uphold Union policy at all times
- Work together as the Student Officer Team to deliver strategic objectives and annual officer action plans
- Collaborate with Union staff to enhance services for members
- Have lead Student Officer responsibility for the development of strategies and three key priorities relating to their portfolios
- Work to increase participation and to lower and/or remove barriers to participation in Union activities
- Work within the democratic structures to debate and discuss policies and issues and to implement policies
- Fulfil any duties and obligations that arise consequentially upon signing a Sabbatical Trustee contract
- Act as a Trustee of the Union
- Attend ceremonial events on behalf of the Union
- Attend committees as outlined in the committee membership list
- Abide by the Seven Principles of Public Life ('Nolan Principles')
- Attend staff development and training as requires

You can find specific Officer Roles under the Officer section on the website.

Eligibility

- All Durham University students are eligible, and encouraged to run to be Student Officers, including international students*, postgraduate students and part-time students.
- Sabbatical officers of the Union, college or other body who have held their sabbatical role for no more than one year.

*International students can be Student Officers - for visa information, head to

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/conditions>