



VICE PRESIDENT UNION DEVELOPMENT

Thank you for considering an opportunity at Beds SU. Please read the information provided in this document carefully, as it will outline the description of responsibilities for this elected opportunity.

This paid role is selected via an election process in which all of our members (all students of the University of Bedfordshire) vote, as required by the Education Act 1994. **Please note that you must be a full member of Beds SU in order to nominate yourself for this role.**

You can nominate yourself for these positions between 9am Monday 14th January 2019 and 12noon (midday) Friday 22nd February 2019. Nominations received after 12noon (midday) Friday 22nd February cannot be accepted. **You may only nominate yourself for one full-time position in any one election.**

Workshops to help support you in your nomination will be held during the nomination period and details can be found online at www.bedssu.co.uk.

The elections voting will run week commencing Monday 11th March until Friday 15th March.

Should you wish to nominate yourself for this position please visit www.bedssu.co.uk.

Beds SU is committed to diversity and inclusion, reflecting the communities it serves.

We are an equal opportunities organisation and welcome nominations from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Beds SU
Campus Centre
Park Square
Luton LU1 3JU

Email: beds.su@beds.ac.uk

Website: www.bedssu.co.uk

ROLE DESCRIPTION

Beds SU Vice President Union Development

Location: Luton / Bedford (*regular travel to other campuses*)

Hours: 37.5 hours per week

Contract length: 12 months, 1st July 2019 – 30th June 2020

Report to: Beds SU membership, students of University of Bedfordshire

Supported by: Other Beds SU Executive Officers, Board of Trustees, and Chief Executive

Overall Purpose

As Vice President Union Development, you will work on a full-time, paid basis alongside your Executive Officer colleagues (President/Vice Presidents) to ensure that the voice of students at the University of Bedfordshire is represented across the Union, University, locally and nationally to ensure that the students are provided with opportunities to develop employability skills and communities through extra-curricular activities.

You will also be a full member of our Trustee Board with the support of a panel of experienced External Trustees; collectively, the Trustee Board holds overall legal responsibility for ensuring that Beds SU acts in line with its charitable objectives, is well-governed, and financially stable.

Duties and Responsibilities

Alongside your Executive Officer colleagues, you shall jointly:

1. Provide leadership and vision for Beds SU, driving and developing strategy, vision, policy, campaigns and innovation;
2. Uphold and promote the principles of inclusiveness, equality and diversity always;
3. Adhere to Union policies and procedures at all times;
4. Behave and represent the Union in a positive manner throughout your time in office;
5. Evidence the voice of your membership to support identified issues;
6. Liaise with the Senior Leadership Team of the Union;
7. Act as a Trustee and sit on the Board of Trustees;
8. Be a member of the Beds SU Executive Committee;
9. Maintain the Union's democratic principles throughout your time in office.

As Vice President Union Development you are additionally responsible for:

1. Acting as a champion for the creation, development and support of employability enhancing opportunities within the Union (for example, societies, volunteering and non-academic professional development opportunities);
2. Ensuring that all Beds SU democratic processes are understandable, accessible and appropriate for student led groups;
3. Leading on Beds SU's development and support of student led fundraising activities for external charities;
4. Developing and supporting projects that provide opportunities for students to enhance their graduate employability;

5. Liaising with elected representatives through Beds SU Societies and Sports Councils, and providing the primary link between such representatives, the Union, the University and external stakeholders;
6. Leading the development of Beds SU's recognition of extra-curricular activity, working closely with the appropriate Union staff team to ensure implementation.
7. Champion and support the promotion of participation in sports and partnership sporting events such as Varsity, working with the University to develop sporting opportunities across all campuses and experience levels;
8. Work closely with the Union's advice function to identify trends in equality, diversity and inclusion issues affecting students in their extra-curricular activities.

Key Relationships

These duties and responsibilities will require you to work across the Union, with a range of teams and experts in their areas. The table below provides an indication of the role that you could play in advancing the four key functions of the Union:

SU BE HEARD

- Report to Societies/Sport Councils
- Undertake research into issues impacting upon students in order to build your evidence base
- Champion democracy and encourage students to stand and vote in Committee elections
- Champion cross-campus engagement with extra-curricular activities
- Submit policies to shape the Union's work, helping students to do the same

SU BE ENTERTAINED

- Advertise Entertainments Forum to all students as a way of providing feedback on our Entertainment provision
- Promote specific market research the Union undertakes with student members
- Provide a student viewpoint at key planning meetings such as for Freshers Week
- Attend events to provide first-hand feedback and mingle with your members

SU BE INVOLVED

- Champion societies and encourage students to join (and run!) societies based upon their interests
- Promote volunteering on a Society Committee as a key way of improving student employability
- Gather student opinion on additional skills that they would like to develop in the Union
- Attend society run events to show the Union's support for their work

SU BE SUPPORTED

- Use data from Advisors to build your evidence base ahead of meetings
- Use data and trends identified by Advisors to help inform campaign actions
- Support Advisors in developing web content and other resources to better empower students to support themselves
- Signpost students to the most appropriate source of support

Personal Development

As an organisation, we are keen to ensure the continuing development of our team. You will receive specialised training that will allow you to gain the skills and knowledge required for you to succeed and excel in this and future positions.

There will also be opportunities throughout the year for you to select opportunities to develop yourself in specific areas. Wherever possible, Beds SU will do its best to support you in this endeavour.