

Vice President Media and Communications

JOB SPECIFICATION

Job title: Vice President Media and Communications

Salary: £18,734.00 per annum (Including 20 days annual leave, not including the statutory and extra days)

Hours of Work: Full-Time position equating to 37 hours per week.

JOB DESCRIPTIONS

Portfolio

- Be responsible for managing budgets, where necessary and appropriate.
- Carry out all roles in liaison with relevant staff and fellow officers.
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee.

Activist

- Engage with students and encouraging participation.
- Campaign on issues of importance to the student body.
- Actively solicit the opinions of the student body to ensure that campaigning activities meet the needs and reflect the views of the membership.

Representative

- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union.
- Represent the views of the student body in appropriate forums.
- Actively solicit the opinions of the student body to ensure that representative activities meet the needs and reflect the views of the membership.
- Submit a report as and when required or when requested to general meetings of the Charity and Student Council.

Trustee

- Complete a Trustee induction programme at the commencement of office.
- Act as a Trustee of the Students' Union, giving full consideration to the needs of the whole organisation at all times.
- Ensure that De Montfort Students' Union complies with all legal and regulatory requirements.
- Safeguard and protect the assets of the organisation.
- Ensure that the governance of the Students' Union is of the highest possible standard and fit for purpose.
- Act collectively (decisions and responsibilities are shared).
- Act in interest of all students, despite specific portfolio responsibilities.

Personal

- Maintain good working relationships with your fellow Executive Officers.
- Be able to offer and receive constructive criticism.

Role Specific:

Portfolio

- Undertake a regular review of the Students' Union's communication strategy to ensure that DSU's key messages are communicated to the membership.
- Develop the professional production and relevant distribution of all Union media within the Students' Union and the University.
- Have responsibility for the following:
 - Demon FM: Station Controller
 - Demon TV: Station Controller
 - Demontfortstudents.com: Website Controller
 - The Demon: Editor-in-Chief
- Be responsible for the production, editorial control and content of the annual Students' Union Handbook.
- Coordinate all press releases, on behalf of the President, Executive Committee and Board of Trustees.
- Facilitate the recruitment and training of volunteers to assist in the delivery of Union media.
- Ensure members of the Board of Trustees are aware of all press briefings
- Oversee all Union media content.

Activist

- Be responsible for the development and strategy of all media and communication tools within the Students' Union.
- Lobbying against prohibitive communicative measures for students.
- Implementing new communicative devices to encourage engagement from the electorate.

Representative

- Be DSU's principal representative to SRA (Student Radio Association) and NaSTA (National Student Television Association)
- Communicate DSU's activities to community groups.