

Vice President Student Activities

JOB SPECIFICATION

Job title: Vice President Student Activities

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

- Actively promote and encourage all students to get involved in their Union, particularly students who are currently under-represented within the Students' Union's activities and Students based off campus.
- Facilitate and encourage a diversity of activities and opportunities for students to be involved with.
- Be involved in the promotion, support and development of sports and societies.
- Chair the RAG committee and facilitate its programme.
- Take strategic responsibility for Raise and Give, ("RAG") and University sporting events ("Varsities")
- Take responsibility for liaising with and co-ordinating clubs and society leaders and office holders

Activist

- Be responsible for the development and strategy of student activities within the Students' Union.
- Assist in the development and delivery of Union campaigns.

Representative

- Act as the liaison between the Students' Union and the University's Alumni scheme.
- Be the Students' Union's main representative to British University and Colleges Sports, ("BUCS").
- Be the main representative for Union organised annual tours