

# Vice President Welfare and Community

## JOB SPECIFICATION

Job title: Vice President Welfare and Community De Montfort Students' Union

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

- Co-ordinate all welfare campaigns and related events and be actively involved in the delivery of them at all sites.
- Be responsible for all issues pertaining to welfare within the Students' Union, except for dealing with individual casework.
- Be responsible for the promotion of all elections and other democratic functions of the Students' Union, in accordance with Schedule 3 of the Bye-Laws.
- Maintain relationships with key partners who are able to support the Students' Union's welfare activities

Activist

- Facilitate and promote the awareness of support and community mechanisms and opportunities for students, such as through the Community Fair during induction week.
- Be responsible for the development, implementation and revision of the welfare strategy within the Students' Union.

Representative

- Be responsible for building and maintaining positive relations with the local community and community organisations.
- Be a member of all committees to which the role is entitled, including Admissions Committee.
- Act as the main representative on welfare issues to the University.