

## **Welfare Executive**

### **JOB SPECIFICATION**

Job title: Welfare Executive

Salary: £20,130 per annum

Hours of work: 37 hours per week

Annual Leave: 20 days with additional bank holidays and concessionary days

### **JOB DESCRIPTION**

#### **Executive Officer responsibilities:**

##### **Inspire you**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities
- Engage with students and encourage participation

##### **Act with and for you**

- Be responsible for Union strategy, strategic planning and development and researching best practice
- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union
- Understand and act on political and governmental changes within Higher Education and how these impact on students
- Act collectively (decisions and responsibilities are shared)
- Collectively assume the tasks of fellow Executive Officers in their absence
- Undertake duties in liaison with relevant staff and fellow Executive Officers
- Undertake necessary training as determined by the role
- Maintain good working relationships with fellow Executive Officers and the DSU staff team
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee

##### **Represent you**

- Be responsible for overseeing and representing the student voice
- Be jointly responsible for the delivery and implementation of the Union's legacy projects
- Improve engagement with collaborative partners, both nationally and internationally
- Attend appropriate meetings to ensure students are represented at all levels within the Union and the University.
- Hold ex-officio membership of all Union sub or delegated committees
- Lead on campaigns in the interest of their role or the Union in general, locally, nationally and internationally
- Working with Student Voice, be responsible for policy implementation

### **Listen to you**

- Provide mentoring for the Liberation Officers and listen to their respective groups about their concerns
- Participate in a minimum of 12 hours of consultation with students per month (GOATing)
- Be held to account by Student Members via Zone and Student Council.
- Be able to offer and receive constructive criticism.
- Submit reports as and when required, or when requested to do so, to general meetings of the Union, Student Council and the University.

### **Support you**

- Act as the student representative on University committees relating to student misconduct, academic appeals and complaints
- Participate in programme validations as and when required
- Participate in the continuous improvement of the Union including benchmarking with other Unions and maintaining relationships with other Unions' Officers.

### **Trustee responsibilities:**

- Work collectively as part of the Union's Trustee Board alongside Student Trustees and External Trustees.
- Give 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 follows best practice and is fit for purpose
- Have collective responsibility for the organisation's commitment to equality, health and safety, sustainability, in terms of its finance and its longevity, and other strategic themes as determined by the Trustee Board
- Be aware of all major activities, developments and communications that are taking place within the Union, particularly from Executive Committee and the Chief Executive Officer.
- Act as a cheque signatory
- Complete a mandatory Trustee induction programme at the commencement of office

### **Role specific responsibilities:**

- Be responsible for the development, implementation and revision of the welfare strategy within the Union.
- Working with Advice, be the lead Representative on the Union's welfare related strategies, including but not limited to housing, sexual health and mental health
- Be the lead representative on Cost of Living Issues.
- Be the lead Representative on Union and University initiatives corresponding to health such as the sexual health clinic.
- Be the lead Representative on the Mandala Project and the Union's campaigns on identifying and addressing specific issues including but not limited to harassment and sexual misconduct.
- Work with the University and relevant partners to ensure student safety on campus
- Facilitate and promote the awareness of support and community mechanisms and opportunities for students, such as through the WellFair during induction week.
- Maintain relationships with key partners who are able to support the Students' Union's welfare activities

- Have strategic responsibility for the signposting and welfare related issues within the Personal Tutoring system.
- Be the lead Representative for community relations and the student impact within the community
- Take strategic responsibility for Raise and Give, (“RAG”)
- Steer the RAG committee and facilitate its programme.