

City Students' Union

Opportunity Profile

This opportunity profile is designed to give you an idea of what your position with the organisation will involve. It highlights the commitments, skills and benefits you can expect taking up the role.

Role: Vice President, Activities & Development

Department: Student Voice & Democracy

Opportunity:

The Vice-President (Student Activities) is the lead officer on all matters pertaining to student activities, including societies, student media, volunteering and RAG. The role includes:

- Working with CITY STUDENTS' UNION staff to facilitate student activities and with external agencies to facilitate volunteering opportunities.
- promoting participation in the Union's various student activities and supporting and empowering students.
- Co-ordinating societies' officers and working with volunteers are key requirements of the role.
- Being a member of the Board of Trustees of CITY STUDENTS' UNION. The Trustees are ultimately responsible, individually and collectively, for all activity within CITY STUDENTS' UNION. The Board of Trustees is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of and agree a long-term strategy and approve and monitor plans to deliver the strategy.

Benefits: Full time paid position for 1 year. The role offers extensive leadership and development and training opportunities. The post-holder will gain and develop a number of skills and experience which will help them in future careers: Key communication and collaboration skills, opportunities to display initiative and leadership are inherent in the position; The ability to work closely both with fellow students and with academics and administrators at all levels of the University will also be valuable experience; The ability to make – and to demonstrate your ability to make – effective change to improve the experience of City students; Executive experience at a high level.

Duties and Responsibilities: Key Responsibilities as Vice-President, Student Activities and Development:

General

1. To be responsible for the Union's work on student activities and events, employability and student volunteering. To take the lead on ethics and environmental

issues, working in conjunction with the other Officers. To work with the President on Liberation, International and Student Welfare issues.

2. Respect the remit of the other Sabbatical Officers, consulting and working in conjunction with them when issues either cross remits, do not fit within any one officer's remit, or where action by the VP Activities & Development may be advantageous for the goals of CITY STUDENTS' UNION.
3. Sit on relevant University Committees to the remit of the VPAD including SECs, representing non-academic aspects of the Student experience.

Student Activities: (Media, Clubs, Societies, Sports, Events, RAG, etc)

1. Facilitating access to resources for student activities, and acting as the champion for societies, groups and student activities at a high level within the University.
2. To be the lead officer for the day to day liaison with Union staff regarding all student activities, committees and groups.
3. Working with the Chair of CULSA as the day to day contact with the University on all sport related matters such as access to sports, participation levels and provision of sport, the development of competitive sports and lobbying to improve sporting facilities and provisions.
4. To be responsible for sourcing research, feedback and opinions on all student activities under the remit of the VPAD.
5. Have ultimate responsibility for the Student Media including acting as Editor in Chief.

Development:

1. To be the lead officer on student development activity.
2. To be responsible for reward and recognition of all student activities volunteers.
3. To reports to non-academic committees such as Student Activities Advisory Board and the CULSA committee.
4. Liaise regularly with University staff at all levels, other Union Officers at City and nationally, NUS Officers and students.
5. Working with other Officers to respond to student feedback.
6. Respect the remit of the other Sabbatical Officers, consulting and working in conjunction with them when issues either cross remits, do not fit within any one officer's remit, or where action by the VPAD may be advantageous for the goals of CITY STUDENTS' UNION.

As a Trustee

1. Trustees are accountable for delivering the responsibilities detailed in the Terms of Reference of the Board of Trustees. Notwithstanding this, all Trustees have a duty to:

2. Ensure that CITY STUDENTS' UNION acts in accordance with its charitable objects, constitution and other guiding documents and, in particular, remains true to its Mission, Vision and Values.
3. Help CITY STUDENTS' UNION achieve its objectives.
4. Ensure that CITY STUDENTS' UNION complies with all relevant legislation and regulations, including relevant charity acts and education acts.
5. Ensure that CITY STUDENTS' UNION does not undertake activities that put its financial stability, members or reputation at undue risk.
6. Work with other trustees, staff and volunteers in a constructive manner and for the greater good of CITY STUDENTS' UNION.
7. Participate fully in Board meetings and join one of the Board's Committees.
8. Use their personal skills and experience to ensure CITY STUDENTS' UNION is well run and efficient.
9. Seek external professional advice where there may be material risk to CITY STUDENTS' UNION or where the Trustees may be in breach of their duties, or at any other appropriate moment.
10. Add value to the Board and CITY STUDENTS' UNION through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.
11. Student Trustees (elected and selected) and Officer Trustees have a particular responsibility to:
 - a. Ensure decisions of the Board and its Committees take account of the needs and views of CITY STUDENTS' UNION members.
 - b. Ensure CITY STUDENTS' UNION is considering the needs and views of all student groups, for example postgraduate, international and part-time students.
 - c. Ensure effective communication between CITY STUDENTS' UNION and its members.

Training and Support: The post holder will benefit with ongoing training through the year, including on things such as campaigning, communication, chairing and meeting management. The post is fully supported by professional staff within the Students' Union and also works in collaboration with University staff.

Skills gained:

- | | | |
|-----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| <input checked="" type="checkbox"/> Written Communication | <input checked="" type="checkbox"/> Verbal Communication | <input checked="" type="checkbox"/> Delegation |
| <input checked="" type="checkbox"/> Teamwork | <input checked="" type="checkbox"/> Time management | <input checked="" type="checkbox"/> Financial management |
| <input checked="" type="checkbox"/> Organisational skills | <input type="checkbox"/> Marketing | <input checked="" type="checkbox"/> Citizenship |

- | | | |
|---------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Decision making | <input checked="" type="checkbox"/> Leadership | <input checked="" type="checkbox"/> Environmental awareness |
| <input checked="" type="checkbox"/> IT skills | <input checked="" type="checkbox"/> Cultural awareness | <input checked="" type="checkbox"/> Project management |
| <input checked="" type="checkbox"/> Community awareness | <input checked="" type="checkbox"/> Numeracy | <input checked="" type="checkbox"/> Learn a new skill |
| <input checked="" type="checkbox"/> Problem solving | <input checked="" type="checkbox"/> Networking | <input type="checkbox"/> Other: Click here to enter text. |
| | <input checked="" type="checkbox"/> Creativity | |

Time commitment: This is a full time paid position. There is also administrative and Sabbatical help and support for all elected students to enable them to carry out their role effectively. The post holder will take up their position officially on the 1st July 2017 for 12 months until June 30th 2018.

Qualifications/ Experience Required: All students can stand for this post.

Method of appointment: Election

Venue: Various

Responsible to: The post holder is accountable to Union Council (as representatives of the Student Body at City University) and the Student body as a whole. Any sabbatical officer may be removed from office via the democratic processes outlined in CITY STUDENTS' UNION's constitution.

Operates alongside: Senior staff from the Union and University; CITY STUDENTS' UNION Trustees; CULSA Committee members; SAAB committee members and student society committee members; student media volunteers, RAG volunteers and other student volunteers; CITY STUDENTS' UNION Student Opportunities staff.

For further information contact:

Email: SUElections@city.ac.uk; Tel: UK 02070405600

Person Specification

All sabbatical officers should be:

- Committed to the purpose, objects and values of CITY STUDENTS' UNION
- Constructive about other officers' and trustees' opinions
- Able to act reasonably and responsibly when undertaking their responsibilities
- Able to maintain strict confidentiality
- Able to analyse information and, when necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between management and governance functions
- Excellent role models who promote the highest standards of probity and integrity
- Firm supporters of equality of opportunity and committed to promoting diversity

Trustees should be:

- Committed to the purpose, objects and values of CITY STUDENTS' UNION.
- Constructive about other trustees' opinions in discussions and in response to staff members' contributions at meetings.
- Able to act reasonably and responsibly when undertaking Board responsibilities.
- Able to maintain strict confidentiality.
- Understand the importance and purpose of Board and Committee meetings and be committed to preparing for them adequately and attending them regularly.
- Able to analyse information and, when necessary, challenge constructively.
- Able to make collective decisions and stand by them.
- Able to respect boundaries between management and governance functions.
- Excellent role models who promote the highest standards of probity and integrity.
- Firm supporters of equality of opportunity and committed to promoting diversity.

In addition to the general person specification required of any trustee, the Chair of the Trustee board should ideally demonstrate the following characteristics:

- Strong communication skills with the ability to present to a variety of audiences of various size

- Ability to provide strategic leadership to the Union's trustees, elected officers and members
- Highly developed diplomatic and negotiation skills
- Ability to build partnerships and develop strategic relationships
- A strong commitment to the Union's vision and values

Appropriate training and support is offered by CITY STUDENTS' UNION to help develop these skills within the Chair.