

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: Womens' Officer

Department: Student Voice & Democracy

Opportunity: To act as the primary representative for Women students at City University London, within the Students' Union, the University and beyond, and make sure that their issues and concerns are a core part of the decision making of the Executive Committee and the Students' Union and taken into account in University decision making.

Benefits: Training & development, skills development, some expenses, positive and creative working environment, teamwork

Duties and Responsibilities: To be an Executive Committee member and represent the needs and opinions of women students to the committee; To convene and chair the Students' Union Women's Committee; To attend NUS Women's Conference; To act as the recognised spokesperson for women students and to encourage the participation of these students in the work of the Union and the life of the University; To ensure that the Union is effective in its representation of women students with disabilities within the University and to outside bodies and that the Union is sensitive to these students' needs and issues; To be an advocate for women students in giving effect to change within the University and beyond; To advocate and engage students in Students' Union campaigns as set out by the Executive Committee; To sit on Union appeals panels when invited; To take an active role in Union decision making as a member of the Union Executive Committee & to attend Students' Union Council; To attend appropriate University meetings in particular the Student Community Working Group; To attend relevant meetings and events organized by women students and societies; To liaise with and support societies who wish to organise women's events and/or campaign on women's student issues; To be aware of and participate in the work of NUS Women's campaign; To run appropriate campaigns specific to women students on campus, with resources and other support from the Students' Union.

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"/> Citizenship | <input checked="" type="checkbox"/> Creativity |
| <input checked="" type="checkbox"/> Teamwork | <input checked="" type="checkbox"/> Decision making | <input type="checkbox"/> Environmental awareness |
| <input checked="" type="checkbox"/> Organisational skills | <input checked="" type="checkbox"/> IT skills | <input checked="" type="checkbox"/> Project management |
| <input checked="" type="checkbox"/> Verbal Communication | <input checked="" type="checkbox"/> Community awareness | <input checked="" type="checkbox"/> Learn a new skill |
| <input checked="" type="checkbox"/> Time management | <input checked="" type="checkbox"/> Problem solving | <input type="checkbox"/> Other: Click here to enter text. |
| <input type="checkbox"/> Marketing | <input checked="" type="checkbox"/> Leadership | |
| <input checked="" type="checkbox"/> Delegation | <input checked="" type="checkbox"/> Cultural awareness | |
| <input type="checkbox"/> Financial management | <input type="checkbox"/> Numeracy | |
| | <input checked="" type="checkbox"/> Networking | |

Time commitment: As the position is voluntary, we recognise that this position is held by students alongside their studies and make allowance for this. We would recommend allowing at least 2 hours a week plus time at meetings. There is administrative and Sabbatical help and support for all elected students to enable them to carry out their role effectively. The Post's term is 12 months from July 2017.

Qualifications/ Experience Required: An interest in representing Women Students. Candidates should self-identify as a Woman and be a registered student at City, University of London in 2017-18.

Method of appointment: Election

Venue: Various

Responsible to: Students' Union Council

Operates alongside: The Executive Committee, Students' Union Staff, University Staff.

For further information contact:

Laura Dickens, Student Voice Coordinator (City Students' Union).
Email: laura.dickens@city.ac.uk; Tel: UK 02070405605