

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

JOB TITLE: Full Time Officer – Vice President Democracy and Development

RESPONSIBLE TO: President

RESPONSIBLE FOR: No line management responsibility

WORKS CLOSELY WITH: All Full Time Officers, WSU Colleagues, Boards, Committees and University of Warwick

MAIN PURPOSE FOR JOB

- Represent students' views to the University, as well as local, regional, and national organisations.
- Serve as a Trustee of the Students' Union, ensuring its services and activities are meaningful and positively impact students.
- Uphold the mission, aims, governing documents, by-laws, regulations, and policies of Warwick Students' Union.
- Collaborate with SU colleagues to ensure services are tailored to meet students' needs.
- Ensure the SU operates primarily for students' benefit while adhering to legal and financial guidelines

MAIN DUTIES / RESPONSIBILITIES

- Serve as the primary representative of student views to the University, as well as to local, regional, and national bodies. Participate in various committees within the Union and University.
- Trustee of Warwick Students' Union, with responsibilities that include:
 - Collaborating with the Chief Executive and senior staff to ensure Warwick SU has a clear vision and strategy aligned with its values and member needs.
 - Scrutinising financial actions, ensuring sound management and ensuring sound financial governance.
 - Monitoring and evaluating SU performance against targets, ensuring focus on its strategic vision and goals.
 - Participating in recruitment panels for WSU and the University of Warwick.
 - Ensuring compliance with good governance principles in finance, employment, and legal matters, following guidance from relevant bodies.
 - Managing and implementing projects aligned with strategic plans and Union policies.
- Report regularly to Union Meetings on individual responsibilities and activities, while proactively engaging with all student demographics through emails, meetings, newsletters, and forums.

- Provide feedback to students and the President on the outcomes and impact of representation activities via forums, councils, and scrutiny panels. *(Note: This may need operational guidance to ensure consistency.)*
- Collaborate as part of a senior leadership team, taking collective responsibility for decisions and outcomes.
- Abide by the Trustees Code of Conduct in all areas of work.
- Be accountable for manifesto pledges and individual priorities, clearly communicating progress during scrutiny panels.
- Operate within the law and Warwick SU's governing documents, interpreting and enacting By-Laws and policy effectively.
- Promote community integration across the University, fostering a sense of belonging through initiatives such as fairs, Welcome Week, and SU cultural events.
- Embed Warwick SU's core values - democratic, independent, enriching, student-focused, and welcoming - across manifesto pledges, collective priorities, and within both individual and team goals/objectives.
- Embed and demonstrate Colleague Values – Inclusive, Responsible, Adaptable, Collaborative, Problem Solvers and Supportive
- Stay informed of other officers' activities through weekly catch-ups and Executive Committee Meetings.
- Provide student-focused input by collaborating with SU colleagues to ensure Union services meet the needs of students.
- Actively participate in key organisational events, such as Welcome Week, Open Days, and Executive Training.
- Collaborate with SU colleagues to deliver on the Union's charitable objectives.
- Commit to sustainability, reducing the Union's environmental impact while promoting ethical and sustainable practices.
- Perform all duties in line with all organisational policies including Health and Safety, Customer Care, Inclusion and Belonging and employment.
- Participate in University disciplinary panels, including reviewing case details, questioning involved parties, and determining sanctions for proven cases.
- Collaborate with the Learning & Development (L&D) team to create and follow personal development plans, taking ownership of personal growth through initiatives like EVOLVE.

- Represent the student body and Warwick SU at RGSU and NUS events, engaging and building key relationships with other SUs to share best practices across the sector.
- Participate in key University events, including January and Summer graduation ceremonies, as well as official dinners.
- Prepare for and attend SU council and board meetings by reviewing reports and contributing to discussions.

INDIVIDUAL RESPONSIBILITIES

- Oversee the implementation of policy decisions related to Union services and assess the feasibility of proposed policies before submission to decision-making bodies.
- Facilitate and ensure compliance with democratic processes, including Union Council, ASM's, elections, and referenda.
- Lead and coordinate democratic training, such as Council forums and Officer Training.
- Manage democracy and representation budgets as the designated budget holder.
- Provide financial reports to the relevant Union and University bodies.
- Participate in the SU's Financial Planning Sub-Committee, assisting in the preparation and coordination of the Annual Allocation bid to the University. (Clarification required: this may fall under the President's responsibilities.)
- Oversee and coordinate the Union membership disciplinary process.
- Gather and respond to student feedback on Union services, using tools such as the Student Feedback Survey and NSS, to ensure continuous improvement.
- Organise and lead campaigns encouraging student participation in national elections and referenda during relevant periods.
- Promote all Union events, increasing awareness and student engagement.

UNION COMMITTEE/BODIES

- Board of Trustees
- SUSW Board (Chair)
- Senior Leadership Meeting (SLT)
- Democracy Committee steering group
- Development Committee operations forum
- Environment Committee sustainability forum
- FTO Meeting
- Audit and Risk Committee
- Student Council
- All Student Meetings
- Other ad hoc working groups set up during any other given year

UNIVERSITY COMMITTEES:

- University Estates & Environment Committee (UEEC)
- Environmental Social Sustainability Action Group (ESSAG) sustainability committee
- Students' Union and University Liaison Group (SULG)
- Other ad hoc working groups set up during any other given year
- Education for sustainable action group

DURATION: Fixed Term 12-months

HOURS: 36.5 hours per week

LOCATION: Warwick Students' Union, Coventry. Occasional off site working is required