



## JOB DESCRIPTION & PERSON SPECIFICATION

### **JOB DESCRIPTION**

**JOB TITLE:** Full Time Officer – Vice President Societies

**RESPONSIBLE TO:** President

**RESPONSIBLE FOR:** No line management responsibility

**WORKS CLOSELY WITH:** All Full Time Officers, WSU staff, Boards, Committees, 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.)*
- Ensure effective communication between elected officers, students, and SU colleagues, especially the Societies Team.
- 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

- Serve as the primary point of contact and support for society executive members, offering advice and guidance and referring to appropriate services when necessary.
- Promote and support society activities, ensuring engagement and visibility.
- Oversee society-related policy decisions and collaborate with SU staff on long-term strategies for societies and student development.
- Meet with societies to assess strategic development needs when asked, ensure value for money for members, and promote sustainable operations.
- Work with the student activities team to approve grant applications.
- Advise students on establishing new societies and provide guidance on best practices for existing ones.
- Lead events such as the Societies Fair and Society Awards.
- Coordinate and deliver training for society executive members and other students, in collaboration with FTOs and SU staff.
- Support students in planning and delivering events, ensuring financial sustainability and compliance.
- Assist with coordinating large student-run events, including SHaG Fest, outside of themed weeks.
- Provide support for charity collections on campus and RAG initiatives.
- Facilitate the growth and development of the Union's Media Societies.
- Oversee and maintain content for Societies and Executive web pages, working with the student activities team.
- Collaborate with the Societies Forum Chair to set agendas, plan sessions, and action items, stepping in as Chair when needed.
- Manage and contribute to the SU societies social media page.
- Organise networking and engagement events for society executives.
- Take primary responsibility for the Higher Education Achievement Record (HEAR).
- Act as the main point of contact for Warwick Volunteers.
- Drive accountability and foster collaboration between Student Voice, Societies, and Operations teams.
- Ensure Regulations 9 and By-Law 5 are up to date in consultation with the Student Voice team.
- Oversee votes of no confidence, Lord Rootes Fund interviews, and new society applications.
- Review and allocate parking permits for societies based on submitted applications.
- Enforce sanctions for societies in collaboration with the student activities team.

- Participate in regular one-on-one meetings with the SU Chief Executive Officer, University stakeholders, the President and SU staff.

#### **JOINT RESPONSIBILITIES WITH THE SPORTS OFFICER:**

- Collaborate closely with the VP Sports on the development of societies and sports initiatives.
- Shape and contribute to student development policy decisions and long-term strategic planning.
- Promote student development opportunities to the wider Warwick student community.

#### **UNION COMMITTEE/BODIES**

- Board of Trustees
- Senior Leadership Team (SLT)
- Chosen Sub-Committee
- Health and Safety
- Societies Forum
- Student Council
- Other ad hoc working groups set up during any other given year

#### **UNIVERSITY COMMITTEES**

- Welcome Week Steering Group
- Global Celebrations Planning Group
- Together at Warwick Working Group
- Chaplaincy User Forum (Chair)
- Students' Union and University Liaison Group (SULG)
- Warwick Volunteers Steering Group (Co-Chair with Pat Tissington)
- Student Success Sub Committee
- Education and Student Experience Committee
- Other ad hoc working groups set up during any other given year

**DURATION:** Fixed Term – 12 months

**HOURS:** 36.5 hours per week

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