



## JOB DESCRIPTION & PERSON SPECIFICATION

### **JOB DESCRIPTION**

**JOB TITLE:** Full Time Officer – Vice President Welfare & Campaigns

**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**

- Collaborate with the Student Advice Centre to maintain and improve the advice pages on the SU website, ensuring the content is relevant and accessible.
- Act as the primary contact for Equality & Diversity enquiries, upholding and implementing the Equality & Diversity By-Law 8.
- Develop strategies to improve access and eliminate discrimination in Union services and activities.
- Liaise with key University services such as Wellbeing Student Services, the Senior Tutor's Office, the Health Centre, the Counselling Services, the Chaplaincy, and Security Services, ensuring a strong network of support for students when needed.
- Facilitate welfare campaigns on topics like housing, sexual health, mental health, and personal safety.
- Advocate for student health and wellbeing by listening to student concerns and working closely with university services to address their needs.
- Support liberation campaigns in collaboration with Part-Time Officers and Liberation Associations, including campaigns focused on anti-racism, disability rights, women's issues, LGBTQUA+ representation, and ethnic minorities.
- Raise awareness and lead campaigns on key topics such as:
  - a) Responsible Drinking
  - b) Housing
  - c) Sexual Health
- Work with the Women's Officer and University Report & Support Service to tackle sexual misconduct on campus.
- Support underrepresented student groups, such as student parents, postgraduates, and part-time students, where possible.
- Foster awareness of local community issues by working with University departments. This could include incorporating relevant information into student inductions to promote positive engagement with local residents and neighbourhoods.
- Evaluate the impact of welfare and liberation campaigns, ensuring they address student needs effectively.

## **UNION COMMITTEE/BODIES**

- Board of Trustees
- People & Remuneration Committee- does welfare officer have sit on this?
- Welfare Forum
- Senior Leadership Team (SLT)
- Staff Consultative Forum- not mandatory someone is elected within the team. – make a comment about this.
- Student Council

- Other ad hoc working groups set up during any other given year

**University Committees:**

- Student Wellbeing Strategy Group (SWSG)
- Wellbeing Operations and Engagement Group (WOEG)
- Health and Safety Committee not useful
- Health and Safety Executive Committee not useful n/a
- Joint Senate/Council Working Group for Review of Changes to the Residential Community Team
- Alcohol and other Drugs Awareness Advisory Group (ADAAG)
- Students' Union & University Liaison Group (SULG)
- Students in the Community
- Student Rents Working Party (SRWP)
- 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  
Salary / Pay Grade