



## **JOB DESCRIPTION**

**Role:** Students' Union Vice President

**Area:** Academic and Resources

**Responsible to:** Students' Union Sabbatical Officer

**Term:** 12 months

**How:** The successful candidate will be selected as part of an election process

**Key Responsibility:** The Academic and Resources Vice President is the main academic representative for all B&FC students and apprentices. This includes Partners for Success services, resources and academic developments such as student scholarships and research.

### **Principle Duties:**

- Enhance the student experience
- Liaise with team members of the Students' Union Executive Committee (SUEC) to ensure the feedback loop is closed
- Liaise with relevant B&FC Teams such as Digital, HELMs and LRC
- Raise awareness of the SU to increase student and apprentice engagement
- Use student representatives to gather feedback on issues when they arise
- React to what students tell you they want from your time in position
- Publicise who you are, how and when you will be available for contact (Set time in the SU office, Teams, Email etc)
- Work with the Sabbatical Officer to agree on and set targets for the year
- Attend college committees relevant to your position
- Create articles for the SU website
- Attend the Big Student Meetings (BSM) and respond to any actions raised

### **Skills and Attributes required:**

- Good interpersonal and communication skills
- Team player, prepared to listen and understand
- Ability and confidence to express other students and apprentices' opinions
- Ability to deliver the SU experience and actively engage with fellow students and apprentices to understand the needs of the current student