



JOB DESCRIPTION

Role: Students' Union Vice President

Area: Apprenticeships

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 Apprenticeships Vice President is the main representative for all apprentices at B&FC and is responsible ensuring consistency within the apprentice experience and representation

Principle Duties:

- Liaise with team members of the Students' Union Executive Committee (SUEC) to ensure the feedback loop is closed
- Liaise with the Apprenticeship team
- Encourage apprentices to get involved with the SU
- Support B&FC teams with events, enhancements to services and collaboration with apprentices
- Enhance the apprentice experience
- Use student reps to collect feedback on issues that apprentices encounter
- 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 create agreed targets for the year
- Create relevant articles for the SU website
- Attend the Big Student Meetings (BSM) and be the spokesperson for any apprenticeship matters

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 to understand the needs of the current apprentices