



## **JOB DESCRIPTION**

**Role:** Students' Union Vice President

**Area:** Clubs and Societies

**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 Clubs and Societies Vice President role is primarily to represent, liaise with, and support the views and needs of all B&FC students and apprentices with regards to clubs and societies. The VP will champion these with a view of helping enrichment to grow, and will encourage the development and creation of new ideas.

### **Principle Duties:**

- Support with the development of an effective enrichment programme
- Promote enrichment (clubs and societies) at events such as enrolment and Freshers'
- Liaise with other team members of the Students' Union Executive Committee (SUEC) to ensure the feedback loop is closed
- Liaise with the enrichment team to enhance the student experience
- Use student reps to collect feedback on enrichment to further develop the programme
- Encourage students to get involved with the SU
- 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 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 to understand the needs of the current students