



## JOB DESCRIPTION

**Role:** Students' Union Vice President

**Area:** Events

**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 Events Vice President is responsible for supporting the organisation and coordination of Students' Union events, which include (but are not limited to): Freshers, Big Student Meetings, Open Days and Stalls. The role also consists of communicating with relevant B&FC staff members about any events that are taking place on site.

### Principle Duties:

- Liaise with team members of the Students' Union Executive Committee (SUEC) to ensure the feedback loop is closed
- Liaise with Marketing for an overview of all B&FC events and support where required
- Network with externals for relevant activities and events
- Use student reps to collect feedback on events to further develop these
- Encourage students to get involved with other SU events and activities
- 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