



JOB DESCRIPTION

Role: Students' Union Vice President

Area: Student Money

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 Student Money Vice President is responsible for promoting awareness of B&FC financial support, cost of living measures and external financial support, including student discounts such as the TOTUM card.

Principle Duties:

- Promote B&FC financial support i.e., Hardship funding, free bus pass
- Promoting services and offers related to cost of living
- Network with externals for student discounts and savings
- Liaise with team members of the Students' Union Executive Committee (SUEC) to ensure the feedback loop is closed
- Liaise with Careers Team for an overview of the B&FC offer and share student feedback
- Use student reps to collect feedback on matters concerning financial support
- 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 relevant matters 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