

Student Leader

Volunteer Role Description

Role Title	UPSU Part-Time Officer
Location	Plymouth University
Timings	Various
Commitment	On average 10 hours per month
Supervised/Supported by	Student Voice Team
UPSU Department	Student Voice
Role Overview	<p>This role contributes to the UPSU representation system. The role holder will collate student feedback related to the issues defined by the particular part-time officer role they hold, and communicate student opinion at relevant meetings to support the representation of their fellow students. Part-time Officers work closely with Sabbatical Officers to identify and progress campaigns, and to promote and defend the rights of the students they are representing. The current Part Time Officer roles are:</p> <ul style="list-style-type: none"> • Postgraduate Officer • International Students Officer • Academic Officer • Welfare Officer • Faith and Belief Officer • Mature Students Officer • Environment and Sustainability Officer • Black, Asian and Minority Ethnic (BAME) Students Officer • Lesbian, Gay, Bisexual and Transgender + (LGBT+) Students Officer • Women’s Officer • Disabled Students Officer • Transgender and Non-Binary Officer • Partner Institutions Officer
Supervision/Support Provided	<ul style="list-style-type: none"> • Training • Ongoing support and guidance. • Opportunities for reflection on your development.

Useful Abilities And Previous Experiences	No previous training or experience is required, but an interest in the representation of students would be advantageous. You will need to be reliable and organised, as well as a good communicator and listener
Training	<ul style="list-style-type: none"> • Essential role specific training. • A variety of other training sessions will be held throughout the year.
Requirements	<ul style="list-style-type: none"> • Be a key representative link between the student body and UPSU. • To proactively engage with the student body and collate any feedback relating to the student experience framed by the context of the particular part-time officer role held. • Present student feedback at relevant UPSU and university meetings in a constructive and professional way • To represent the best interests of the students at the UPSU Union Council and to submit and progress Union Policy on their behalf • To lead on and support campaigns in relation to the particular part-time officer role held. • To effectively communicate key information and outcomes back to the student body. • Work closely with the UPSU Sabbatical Officers and other elected representatives to present student feedback to the university, where appropriate • To uphold the democratic principles of UPSU and to act in a fair and unbiased way • To behave in a manner that maintains the good reputation of UPSU, the University and the role • To be an advocate for UPSU campaigns and engagement opportunities, including UPSU Elections and the UPSU Annual Student Meeting • To engage fully in UPSU democratic processes and to be accountable to the student body
What's In It For You	The role will provide you with an opportunity to boost your confidence, gain skills in negotiation, and nurture some of your key abilities such as communication and organisation. As well as offering you a chance to enhance your C.V., your efforts can also be officially recognised through the SU's recognition scheme.
The Impact You'll Have	By effectively representing the views of your fellow students at key university meetings, you will be influencing positive change to the student experience of your peers
DBS requirements	None

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Application and Selection Process	<p>Election by peers in a cross campus ballot, facilitated by UPSU in September/October. In order to run for any of the following roles in particular, you will need to identify as being a member of that group:</p> <ul style="list-style-type: none"> • Black, Asian and Minority Ethnic (BAME) Students Officer • Lesbian, Gay, Bisexual and Transgender + (LGBT+) Students Officer • Women's Officer • Disabled Students Officer • Transgender and Non-Binary Officer
Last Updated	<p>August 2019</p>
For more information, contact	<p>The Student Voice Team studentvoice@su.plymouth.ac.uk 01752 588380</p>

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