

Job Description

Post:	Vice President Activities and Development
Grade:	Grade 4, point 15
Hours:	Full time, professional hours contract
Responsible to:	The membership of UPSU
Responsible for:	None
Accountable to:	The democratic decision-making processes of the organisation, in line with the UPSU Memorandum and Articles of Association.

Post Holder	JD last reviewed	November 2018
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Purpose of Post:

To act in the best interests of the students of the University of Plymouth when representing them both internally in the UPSU, to the University, locally and nationally

To be a Trustee of the UPSU and as such ensure that the UPSU fulfils the needs of students whilst functioning efficiently as a Charity.

To develop the strategic direction of the UPSU through the Board of Trustees and relevant Sub-Committees.

To represent University of Plymouth students and work to improve areas relating to student Societies, Volunteering, Fundraising and Student Media.

To lead on the development and support of student Societies, Volunteering, Fundraising and Student Media.

To work as a team on priority campaigns to improve the student experience locally and nationally.

To represent University of Plymouth students on issues that affect their student experience.

Duties and Responsibilities:

Trustee:

- To work in accordance and spirit of the Code of Conduct for Sabbatical Officers
- To be a Trustee of the UPSU, responsible for the strategic development of the organisation and its financial, legal and reputational health.
- To attend all Board of Trustee meetings and to consider information and advice presented at these meetings when working on strategic development.
- Attend training events to build knowledge.
- Attend Sub-Committees as required.

Representation:

- To represent students of the University of Plymouth within UPSU, the University, locally and nationally
- To attend the necessary University meetings to represent and act in the best interests of students.
- To work with the UPSU staff to ensure the provision of events and campaigns as directed by student need.
- To engage fully in the UPSU democratic process and to be accountable to the UPSU membership.
- To work passionately towards engaging all UPSU staff, students, and where applicable University, in all aspects of UPSU democratic processes, representational structures and campaigns, as appropriate.
- To represent the interests of international students and mature students and to work collaboratively within the Sabbatical Officer team to run campaigns and projects to improve their student experience.
- To represent the students of the University of Plymouth Partner Colleges and ensure that they receive effective support and representation.
- To work collaboratively on campaigns and projects to address issues faced by students in relation to housing and to work with the UPSU Advice Centre and University, where needed.
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Portfolio:

- To represent University of Plymouth students on all matters relating to the development of student Societies, Volunteering, Fundraising and Student Media at the University of Plymouth.
- To lead on student representation and the development of projects and initiatives relating to student employability, working with UPSU and University staff as necessary.
- To lead on the development and support of the UPSU student Societies, Volunteering, Fundraising and Student Media and to support staff at the UPSU and the University of Plymouth in key activity including training, Sports

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and Societies Fairs, Award ceremonies and any other activities relating to the role.

- Contribute to the strategic development of student Societies, Volunteering, Fundraising and Student Media via relevant committees and groups.
- To promote the UPSU student Societies, Volunteering, Fundraising and Student Media within the UPSU, the University and locally.
- To be the lead Officer responsible for internal membership communications.
- To lead the development of community partnerships between students, UPSU, University and wider community, leading on engagement with key community stakeholders and championing what our students do in the local community and nationally
- To work with both UPSU staff, University staff and students to develop relationships within Faculties.

General:

- To understand and uphold the Vision, Mission and Values of the organisation and ensure that these guide and inform the work and conduct of the post holder. UPSU has a democratic decision-making process and the post holder must always respect this when carrying out their duties
- To keep UPSU's strategic plan in mind at all times, aligning all work efforts with the plan
- To be knowledgeable of the UPSU Memorandum and Articles of Association and Bye-Laws, as they apply to this post, including any legal requirements.
- To work in accordance with all UPSU policies and procedures, including Health and Safety, Staffing Protocols, Financial Procedures and the UPSU Equal Opportunities Policy
- To effectively contribute to UPSU's environmental work and the sustainability agenda.
- To undertake duties from time to time as requested by the Union Management that may be reasonably considered within the scope of the post
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post
- To attend all Staff Development Days and training as required. Flexibility in working hours may be required to accommodate this
- To contribute to the positive image of the Union with students, the University, stakeholders and the local community.
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the Students' Union to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience

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