

# VICE-PRESIDENT SOCIETIES AND COMMUNICATION (FULL TIME)

<b>Contract:</b>	Fixed Term Contract
<b>Hours of work:</b>	Full Time, 37 hours per week
<b>Responsible to:</b>	Board of Trustees
<b>Remuneration:</b>	£26,979

## Role Overview:

The Vice President Societies and Communication champions our 100+ student societies and encourages students to follow their passions alongside their academic work. Enthusiasm, communication and inspiration are all key in this exciting and varied role.

## KEY RESPONSIBILITIES

### Leadership & Governance

- As part of leading The Students' Union, you will chair the **Societies Conference** to provide a platform for societies to hold you accountable and advocate for better societies. You will be a member of important committees that help guide decision making in the interests of the students you represent. This includes **Partnership Board** with the Vice Chancellor of UWE Bristol, Learning and Teaching and Student Experience Committee and **Executive Committee**.
- You will act as a **Trustee of The Students' Union**, helping to ensure it operates effectively and responsibly and have close collaboration with the Opportunities Manager to enhance society provision and student engagement.

### Representing Student Societies

- The imagination of the student body in starting new societies is unlimited, you will be an active member of the Societies Executive, approving new societies and making funding decisions.
- You will collaborate with the Opportunities Team to address the needs of societies and improve their resources based on student feedback. This includes encouraging participation in societies, celebrating their successes, and highlighting their impact.

### Student Engagement & Communication

- As UWE has three campuses with diverse student experiences, you will be expected to connect with a diverse range of students.
- Communication is key to ensure everyone is involved, you will promote The Students' Unions campaigns, events, and opportunities via email and official social media, including the annual **Student Elections**.

### Event Support

- We run so many different events at The Students' Union, you will be present at key events like **Open Days, Welcome Events**, and Students' Union activities.

### Delivering on Goals

- As an ambassador for The Students' Union, you will uphold the values and behaviours of the strategy and ensure it is an inclusive and fair place to be.
- You will work to fulfill your commitments and create objectives for your time in role, and support your team in achieving their objectives, including responding to student queries via email promptly and professionally.

## GENERAL EXPECTATIONS

- **Act as a Students' Union Ambassador:** Represent the SU's values and uphold its commitment to inclusivity, sustainability, and equality.
- **Work Professionally:** Respond to emails, attend training, and follow SU policies, including Health & Safety and Financial Procedures.
- Represent the academic interests and student experience of a diverse range of students through data, evidence and engaging in student feedback mechanisms.

## WHAT IS A TRUSTEE?

- As a registered charity, The Students' Union is led by a Board of Trustees. The Board is made up of the up to 5 elected [President Trustees](#), up to 2 appointed Student Trustees and up to 4 appointed External Trustees. They meet usually 4 times per year to make decisions in the interest of students.
- The Board of Trustees are responsible for the management and administration of The Students' Union and (subject to the Education Act, the Articles and Bye Laws) may exercise all the powers of The Students' Union including responsibility for governance, budget and strategy. It's an important role with heaps of experience, any employer would be impressed to see it on your CV!

## WHAT YOU'LL BRING TO THE ROLE

- A passion for ensuring students are represented and empowering others to drive change.
- Effective campaigning on issues that matter to UWE students.
- Attributes such as being proactive, personable and flexible.
- Ability to collaborate with others, working effectively as part of a team and ability to communicate with a wide range of stakeholders.

## WHAT SUPPORT AND TRAINING YOU WILL GET

Presidents and Officers elected will be fully supported by staff at The Students' Union through a variety of different ways, including:

- Comprehensive induction process that includes a handover period from the previous President team.
- Day-to-day support from The Students' Union staff members.
- Wellbeing support through The Students' Union services and access to staff only wellbeing spaces.
- Additional skills training opportunities and networking via conferences.

## WHAT YOU'LL GAIN FROM THE ROLE

- Develop skills for your CV.
- Learn new skills such as management of finances and people and campaign strategy
- Make a difference – you will be part of key decision making to guide The Students' Union to make effective change for the students.
- Meeting new people and building networks across the student body and UWE Bristol.

## ELIGIBILITY INFORMATION:

- You must be a registered student (undergraduate or postgraduate) of UWE Bristol in order to nominate yourself for this role.
- This is a full-time (37 hours per week) employed role, therefore you must have the relevant right to work documents and paperwork to work full-time in the UK. You also will not be studying during your sabbatical year.
- This role is a trustee of the university, you must be eligible to be a charity trustee.
- The term of office for the academic year 2025/26 will begin 23 June 2025 and end 26 June 2026.

To find out more about this role, contact [suelections@uwe.ac.uk](mailto:suelections@uwe.ac.uk) or speak to the current President team.