



Job Description: Vice-President

Vision

Our vision is to make a difference to every student.

Mission

It's our mission for every student to discover new things, build friendships and love your time at ARU.

Values

We are:

Inclusive

We will champion the diversity of our students and their communities.

Challenging

We push ourselves, the University and students to think and do things differently.

Sustainable

We will champion wellbeing, equality and justice; make ethical decisions and help to grow a cleaner, fairer planet.

Collaborative

We are better when we work together.

Creative

We think outside the box, learn from mistakes and use our imagination.

Job Title	Students' Union Vice President
Department	Executive Team
Reports to	ARU Students' Union Board of Trustees and ARU Students
Grade	1.4
Salary	£23,449 per annum This is a paid role.
Hours of work:	35 hours per week / flexibility required
Place of work:	The home campus can be either Chelmsford or Cambridge. This role is not eligible for remote working.; you will be expected to work in one of the campus offices (Chelmsford, Cambridge or Peterborough) every day, with travel at least once a fortnight to other campuses.
Term of office:	The term of office of the President will be from the 1 st July to the 30 th June the following year. Your employment with ARU Students' Union will begin on Monday 17 th June 2024, to allow for a handover period and training. You must be prepared to be available on campus from this date.

Application criteria:

To apply for this role you must be a registered student and either:

1. complete your studies in 2024 (by June) or
2. intermit / pause your studies for the year 2024-25

Please note that your application will be subject to employment eligibility checks. We may also contact the faculty to confirm completion of your units of study. If the conditions are not met, you may not be eligible to proceed with your application.

Purpose of the role:

There are 4 full time Vice President roles available:

- VP Arts, Humanities, Education & Social Sciences,
- VP Business and Law,
- VP Health, Medicine & Social Care
- VP Science and Engineering

As Students' Union Vice President, you will be representing ARU students at the highest level. Supported by the Students' Union professional staff team, you will work closely with the senior management team to ensure that ARU Students' Union is delivering its vision and values.

What are the benefits to you?

New skills

We'll support you to learn a host of transferable skills, including confidence speaking in public, planning and delivering successful campaign events, problem solving, project working and strategic decision making. Working within the Students' Union team will also support you to work effectively as part of a team and develop practical office skills.

Experience as a Trustee

The Students' Union is a registered charity. As a member of our Officer team, you'll be leading the Students' Union, gaining valuable experience as the Trustee of a charity.

Stand out!

Your experience as an Officer with the Students' Union will help your post-University applications to stand out from the crowd! Your time as an Officer will help you to demonstrate your strengths to future employers, as you'll have a wealth of experience to draw on.

Be part of something big

You'll participate in national conferences and events for Officers, offering you the chance to make connections with officers from Students' Unions located across the country.

Support with visa costs

International students can apply for financial support towards the cost of visas and immigration healthcare charges for the duration of role only (maximum 12 months).

Responsibilities of the role of Students' Union Vice-President:

- Act as the lead student representative for a faculty and provide effective academic representation for the students of the Faculty;
- Be available for students; as the Students' Union's representative, you will receive a high volume of communication from students who want to raise a concern or share feedback with you;
- Be a trustee of the Students' Union. For more information about the duties of a trustee please visit: [The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](http://www.gov.uk);
- Be responsible for gathering feedback from ARU students. This may include chairing feedback forums, holding drop-in sessions, online feedback, in-person meetings;
- Lead and take an active role in significant campaigns and projects to improve the student experience, supporting our vision to make a difference to every student;
- Lead and support elected course reps and volunteers;
- Prepare for and attend Students' Union, University and Faculty meetings. This will include reading all documentation and researching as needed in advance, as well as speaking in the meeting to contribute to the discussions. As a guide, this will take approximately 4-5 hours each week;
- Work as an effective member of the Officer team, supporting their individual campaigns and projects, as well as working together on team campaigns;
- Work with the Communications Team to maintain regular and varied content and an active social media presence, sharing key messaging with ARU students;
- Take an active role in recruitment of Students' Union staff. Play a role on the interview panel, shortlisting and interviewing potential candidates;
- Champion societies, Students' Union events and opportunities.

The Students' Union expects all staff to participate in any training programme, meeting or conference considered relevant to your job. The Students' Union expects all staff to participate in, and take ownership of their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union. The Students' Union is fully committed to its policies and procedures on Equality, Diversity and Inclusion.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Fresher's Fair, Elections, Open Days and any other key

events. As a member of staff, you would be expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.