



## **Job Description Campus Officer**

### ***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.

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### ***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.

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<b>Job Title</b>	Students' Union Campus Officer
<b>Department</b>	Executive Team
<b>Reports to</b>	ARU Students' Union Board of Trustees and ARU Students
<b>Grade</b>	1.4
<b>Salary</b>	£9660 per annum (full time equivalent to £24,152 per annum) plus Cost of Living increase from 1 <sup>st</sup> August This is a paid role.

- Hours of work:** 14 hours per week / flexibility required
- Place of work:** The home campus for this role is either London, Peterborough or Writtle. This role is not eligible for remote working.; you will be expected to work in your campus offices every day and may be required to travel to other campuses.
- Term of office:** The term of office of the Campus Officer will be from the 1<sup>st</sup> July to the 30<sup>th</sup> June the following year.  
Your employment with ARU Students' Union will begin on 30.06.2025. You must be prepared to be available on campus from this date.
- Application criteria:** The Campus Officer is a part time (2 days per week), paid role (£24,152 pro rata). The postholder will continue their studies throughout 2025-26, alongside their responsibilities as the Campus Officer. This role is open to, and elected by, students studying on the campus in London, Peterborough and Writtle respectively. Your working pattern will be adapted to fit around your on-going studies.

*Please note that your application will be subject to employment eligibility and DBS 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:**

As a Students' Union officer, 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.

**Description of the role:**

The Campus Officer:

- Serves as the recognised formal representative voice for students at their respective campuses.
- Advocates for campus-specific issues in Union decision-making and ensure they are addressed effectively.
- Acts as a key link between the Union and their campus student body.
- Works closely with Portfolio Officers to ensure campus-specific needs are reflected in Union-wide initiatives and strategies.
- Facilitates opportunities for students at their campuses to engage with the Union and its activities.
- Represents students on university committees and advocates for their needs.

**Responsibilities Shared by All Officers**

- Portfolio and campus officers are equal within the Union's democratic structures.
- Ensure that the voices of all students within their remits are effectively heard, represented, and acted upon in Union decisions.
- Collaborate to address campus-specific and Union-wide issues.
- Support and champion local democratic structures, ensuring all students have a voice in shaping their Union and university experience.
- Promote the Union's values and strategies through their work, ensuring their initiatives align with the organisation's mission.

- Actively engage with students, creating opportunities for feedback, consultation, and participation in Union activities.
- All portfolio officers are a member of the Trustee Board

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., Welcome Fair's, 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.