



Vice President (Union Development)

1. Manifesto
 - 1.1. To deliver promises and pledges made to the student body during the election process
2. Leadership
 - 2.1. Lead the team of elected officers and support them in fulfilling their aims and Students' Union objective.
 - 2.2. Take responsibility for financial management of the Students' Union
 - 2.3. To promote Changemaker to students within the Union structures
3. Representation
 - 3.1. Be the principal representative of the Students' Union to all parties, articulating the student voice to committees, University and to external organisations and partners.
 - 3.2. Act as a critical friend of the University in delivering the opinion of the student body.
 - 3.3. Take responsibility for implementing and changing Union policy.
 - 3.4. Be responsible for all external media interactions in consultation with Students' Union Marketing and Communication Team, including facilitating Students' Union press releases.
4. Development
 - 4.1. To represent students on all student activities related matters.
 - 4.2. To work in conjunction with Changemaker Hub to run campaigns on employability, internships, development, and skills. To run campaigns on sport and student activities and to assist in campaigns that other Officer may be running.
 - 4.3. Has key oversight over the Students' Union's commercial activity and communications.
 - 4.4. Ensures Students' Union services are relevant and responsive to Student needs.
 - 4.5. To work with British Universities and Colleges Sport (BUCS) for the benefit of students at UNSU.
 - 4.6. To represent UNSU at other external sports and activities committees.
5. Student Experience
 - 5.1 To engage with different demographics and student groups within the student body to influence decisions made by UNSU.
6. To Contribute to the overall effectiveness of the Union
 - 6.1. Attending all meetings and training events as required. Providing reports where requested.
 - 6.2. Ensuring that statutory and legal obligations are met.
 - 6.3. Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
 - 6.4. Promoting the Students' Union's various current policies within their work
 - 6.5. Contributing to the positive image of the Students' Union with students, the University, and the local community.
 - 6.6. Be clean, tidy, and professional in appearance as needs required



- 6.7. Working with the team, to provide mutual support, and ensure a full service is maintained at all times, providing cover as necessary.
- 6.8. Be flexible in your approach to work, able to work at any site as required, and unsocial hours as required in order to meet organisational objectives and projects.
- 6.9. Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives and supporting your own development by taking part in training opportunities as agreed by the Students' Union.
- 6.10. Such other duties and project as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of this post.
- 6.11. It is important to know that you will be expected to participate in any training programme considered relevant to your job. The Students' Union expects all staff to participate and take ownership of their Induction, Personal Review Programmes, Departmental Staff Meetings, Training, and networking opportunities.
- 6.12. The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to UNSU AGM to be voted upon.