



Vice President Student Voice

Job description

Principal purpose of job:

- Develop democracy
- Student Representation System
- Elected Representative of Student Representatives

Location of work:

Main place of work; City Centre and City South with the expectation to work and visit other campuses, regularly.

Times of work:

35 hours per week.

This is a full-time role and Officers will not be able to study or work elsewhere during their time in office. Any students who have not completed their studies by 1st July 2025, will need to take a formal break in studies to undertake the role.

Responsible to:

- All members of BCUSU with regular reports to Scrutiny Group as an elected representative.
- Chief Executive Officer as an Employee of BCUSU
- Board of Trustees as a Trustee of BCUSU

Specific Duties:

1. Develop Democracy

- a. To develop the democratic processes and structures of BCUSU based on student input
- b. To ensure all democratic proceedings of BCUSU take place in accordance with the BCUSU byelaws working with key BCUSU colleagues
- c. To develop the 'Ideas Board' system creating the best results for all BCU students
- d. To work with relevant BCUSU staff
- e. To ensure democratic processes and structures of BCUSU are accessible and understood by all BCU students

2. Student Representation System

- a. To be the lead Officer on all areas linked to the Student Representation System
- b. To work closely with relevant BCUSU staff to ensure student representatives are recruited, trained and supported
- c. To ensure systems are in place that allow student representatives to succeed
- d. To promote key changes and success of the Student Representation System to all BCU students and the University

3. Elected Representative of Student Representatives

- a. To work closely with relevant BCUSU staff and the University to improve local issues
- b. To ensure student feedback is central to all work
- c. To be responsible for engaging students in student voice activity across the University
- d. Attend relevant BCU meetings regarding student voice
- e. Advocate for and promote students raising their voice effectively

4. Collective duties of the Executive Officers:

- a. Executive Officers are trustees of BCUSU and will fulfil all duties and responsibilities of a Trustee as laid out in the Memorandum and Articles of Association and relevant company and charity law.
- b. Executive Officers are responsible for ensuring that the activity of BCUSU is administered in accordance with its Memorandum and Articles of Association, the associated Bylaws, and all current law as it relates to Students' Unions, charities, and companies.
- c. Executive Officers will promote the Purpose, Vision, Aims and Objectives of BCUSU, and their own areas of activity, and engage students on every campus of BCU.
- d. Executive Officers shall contribute to all relevant campaigns of BCUSU as determined by the Student Scrutiny Panel where applicable.
- e. Executive Officers shall promote, defend, and extend the rights of student members.
- f. Executive Officers shall fulfil their role as outlined in the Executive Officer role descriptions and to support, where appropriate, other student representatives in the fulfilment of their roles
- g. The Executive Officers will have due regard to the matters contained in the Equality Act 2010 and ensure BCUSU has up to date Equality, Diversity, and Inclusion policies, representing disadvantaged and minority groups in all areas of student life, ensuring that they are able to play as full a role as they wish without fear of harassment or discrimination.
- h. The Executive Officers are expected to challenge behaviour and actions which do not support our aim to be fully inclusive.
- i. Executive Officers shall steer the work of the senior management team to ensure BCUSU is fit for purpose for its members.

- j. Executive Officers shall act fairly and reasonably in the making of any decision.
- k. Executive Officers shall act as spokespersons for BCUSU and its membership.
- l. The Executive Officers are to act in the best interests of BCUSU and to not seek any personal gain from the term of office.
- m. Executive Officers, where required, will act as a signatory for BCUSU.
- n. The Executive Officers will report back on all activities undertaken to the Board of Trustees, Student Scrutiny Panel, and the Student Members Meeting as required.
- o. Executive Officers will liaise regularly with their designated key contact.
- p. The Executive Officers will produce detailed plans for the effective handover of duties to the incoming Executive Officer team, to ensure continuity within the Union.