

WELFARE AND DIVERSITY EXECUTIVE OFFICER

JOB DESCRIPTION
2019



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EXECUTIVE COMMITTEE: WELFARE AND DIVERSITY



Position: Executive Officer Trustee



Start date: 15th July 2019



Hours of work:

Full time, working 35 hours per week Monday-Friday (with commitment required to work outside the regular working day on occasions as required).



Contract:

Fixed term contract starting on 15th July 2019 and ending on 24th July 2020 (with option to stand for one further year).



Induction: 15th July - 2nd August 2019

In order to take up the role you will be required to undertake 2-weeks of MANDATORY TRAINING. Please ensure no holidays are booked during this time.



Salary:

£19,202 per annum (including 20 days annual leave, plus bank holidays and an extra 7 days off at Christmas)

TRUSTEE RESPONSIBILITIES:

The Trustees are the primary representatives of the student body. They promote the interests of our members at institutional, local, national and international levels to achieve direct benefits for students.

Trustees are responsible for ensuring that the aims, the Memorandum and Articles of Association and the policies of Loughborough Students' Union are upheld.

The Executive Committee are Trustees of Loughborough Students' Union, they are responsible for: -

- Working collectively and with the Union Director and other senior staff to ensure that Loughborough Students' Union has a clear vision and strategy that recognises its values and meets the needs of its members,
- Financial scrutiny of management accounts,
- Monitoring and evaluating the performance of Loughborough Students' Union against targets and ensuring that it is focussed on achieving its strategic goals,
- Participating in recruitment panels,
- Complying with good governance principles in finance, employment and the law, ensuring that guidance from relevant bodies is followed,
- Managing and implementing projects in line with strategic plans and Union policy,
- Applying Union policy to service provision by working with management,
- Supporting all committees and part-time officers in carrying out their duties effectively,
- Ensuring all stakeholders' views are represented and needs considered,
- Reporting regularly to Union Meetings on individual areas of responsibility and activity,
- Communicating effectively with members within the Students' Union,
- Acting as a conduit for dialogue between students and their institutions, the University and College.

- To commit to reducing the Students' Union environmental impact and promote environmental and ethical good practice.
- Provide a student input by working with staff to ensure our membership and commercial services meet the needs of students
- The above duties to be carried out with due regard to the Union's policies on health and Safety, Safeguarding and Customer Care and Equal Opportunities.

INDIVIDUAL RESPONSIBILITIES:

- Shall be the lead officer on welfare issues affecting all members of Loughborough Students' Union
- Shall be responsible for representing our diverse student body
- To ensure that under-represented groups are supported and championed
- Be the lead Officer responsible for the planning and running of all Welfare and Diversity events
- Liaise with the University and external groups on welfare issues and events
- Empower and support all committees that come under the Welfare and Diversity umbrella
- Be the lead Officer in the coordination with Halls of Residence and their main point of call within the Executive Team
- Will chair meetings of the Welfare committee (composition of which will be outlined in the sectional constitution)
- Officer responsible for overseeing and supporting the International Chair and ensuring they are operating to the best of their abilities

Union Committees:

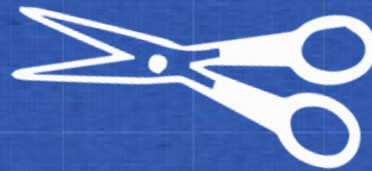
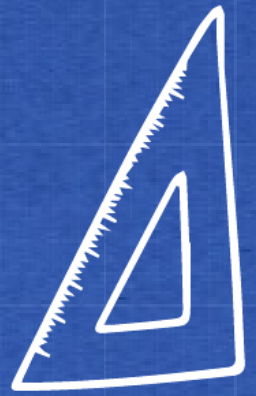
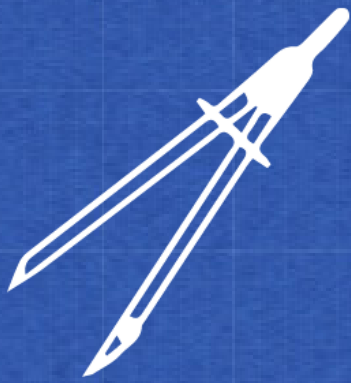
Board of Trustees
Hall Students Federation
LSU Executive Committee
Welfare & Diversity Committee

University/College Committees:

Equality and Diversity Working Group
Sexual Violence Working Group
Wellbeing Advisor Pilot Group
Student Experience Team
Human Resources

PERSONAL SPECIFICATIONS:

- Should know and understand the ethos of the Welfare and Diversity section as well as Loughborough Students' Union.
- Should be able to work effectively on your own.
- Should be able to work effectively in a team and have different roles in them (both W&D Committee as well as Executive team).
- Able to balance the needs of associations whilst providing them with support and development opportunities.
- Should have basic knowledge about how to run and organise an event.
- Should have basic knowledge about the various minorities groups and what they stand for.
- Must be able to adhere to keep things confidential.
- Able to learn fixed processes for managing disclosures and signposting to university and other external support agencies.
- Is fair and balanced when faced with issues and problems.
- Should be personable, approachable, open and kind.
- Needs to be comfortable with conflict resolution.
- Needs to have the ability to mind your own personal welfare and be ready to delegate when necessary.



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