

Role Description for LSU Activities Officer

Job Title	Activities Officer
Location	University of Leicester Students' Union, LE1 7RH
Salary	£22,289.13
Reports To	Students
Role Purpose	<ul style="list-style-type: none">• Work closely with student groups to help them achieve their full potential• Be responsible for co-ordinating the environmental strategy of the Union• To oversee the development of student volunteering: community projects, fundraising etc.

Welcome to the Executive Team within the Students' Union!

The Students' Union is an empowering, innovative and inclusive student-led Union; championing your interests and providing a community that is home away from home.

Students decide who will run and lead the Union so elections provide the chance to be part of something big, have some fun, and shape the Students' Union.

Executive Officers (Officer Trustees)

A Trustee of the Charity and a Director as required:

General

- All Executive Officers have a responsibility to ensure under-represented groups are represented in each of their assigned remits, as well as within the University community, ensuring their student experience is exceptional and advocating any issues that may be important to that group.
- Oversee and develop the Union's representational and democratic structures and systems to ensure as wide as possible student involvement.
- Monitor and propose provision of equal opportunities to students, promote and campaign for equal opportunities within the Union and the wider community.

Representation

- To be representatives of student views to the University and to external bodies.
- To regularly talk and listen to the entire membership of the Union.

- To complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- To be responsible for communication of the work of the Executive team to the entire membership of the Union.
- To show an active engagement in all activities of other Officers/Representatives.
- To promote and abide by the Union's motto of "an innovative Union that empowers students to deliver change".
- To ensure that the Union enhances the student experience and effects real change to students' lives via effective representation and campaigning.

Trustee

- To act as Trustees of the Union, ensuring that all of its services are relevant with positive effects on students.
- To abide by the Trustees' Code of Conduct.
- To abide by the laws of the United Kingdom and by the Union's Constitution.
- To promote the purpose, vision, aims and objectives of the Union.
- To actively commit to reducing the environmental impact of the Union, whilst highlighting the best ethical practice.
- To carry out all duties with due regard to Health and Safety, Customer Care and Equal Opportunities Policies.
- To be Directors of the Union and other appropriate subsidiary companies (where eligible in company law), having legal responsibility for its services.

Main Duties and Responsibilities

- To take the lead on and regularly review the operation of the Societies Council and Student Group Assembly (SGA).
- To be responsible for coordinating the environmental strategy of the Union.
- To oversee and ensure transparency of the student complaints process for the SU, ensuring complaints are resolved as outlined under Ordinance XXII (Section 22).
- To support the work of the various student groups, enhancing the quality of experience and improving student engagement across all sectors of the population
- To conduct activities and employability related campaigns as required
- To work with Union Activities on supporting and developing student groups, including projects like Freshers'/Refreshers' Fair, Give It a Go, RAG Week etc.
- To be the principal point of contact between the Union and the Career Development Service.
- To act as the representative of the Union on matters concerning student activities, both to the University and external bodies.

- To oversee student development programmes for student group leaders
- To oversee and develop Societies Council and publicise the process of ratifying student groups and the allocation of grants, including Inclusion and Equity pot.
- To develop the employability of students.
- To oversee the development of student volunteering: community projects, fundraising etc.
- To oversee student development programmes and student group leaders.
- To oversee and develop accreditation programmes within the Union and to be the principal point of contact with the University for their accreditation programme developments as appropriate
- To be the prime representative on widening participation and outreach work within the University.
- To oversee and develop student engagement with sustainability.
- To be the principal point of contact between the Union and the Social Impact Team and the principal point of contact at the Union on all sustainability matters.
- To work with Union Activities to support student groups to be inclusive and accessible and to ensure under-represented groups are supported.
- To work with Union Activities on student group policy, issues and improvements to the experience of students across the department.