

Community and Wellbeing Officer

Job Title	Community and Wellbeing Executive Officer
Location	University of Leicester Students' Union, LE1 7RH
Salary	£23,737.92
Reports To	Students
Role Purpose	<ul style="list-style-type: none">• Represent our students in relation to their health and wellbeing.• Be responsible for co-ordinating the environmental sustainability strategy of the Union.• To oversee the development of student volunteering, fundraising and employability.

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 represent student views on matters affecting their wellbeing in the University locally and nationally, ensuring the welfare, safety and wellbeing of all students at the University of Leicester is protected.
- To represent student views on Sustainability on campus and to develop student engagement with sustainability.
- To actively support student volunteering, fundraising and other community projects on campus.
- To lead the Students' Union on social wellbeing issues for students, i.e. Student Housing, financial hardship, community kitchen etc.
- To sit on the University Botanic Gardens Board and to work with the University to ensure that to work alongside the University to ensure student engagement with the Gardens is supported.
- To conduct employability related campaigns to develop the transferable skills of students and to improve employability provisions on campus.
- To be responsible for coordinating the environmental sustainability strategy of the Students' Union.
- To work with the Students' Union Activities Team to develop student volunteering and fundraising.

- To work with the Students' Union Advice Team to develop their student support provisions.
- To be the principal point of contact between the Students' Union and the University of Leicester's Student Support Services.
- To be the principal point of contact between the Students' Union and the Sustainability Team.
- To be the principal point of contact between the Students' Union and the Careers & Employability Team.