

University of South Wales Students' Union



Leadership Race 2024 Nomination Pack

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President

The President is the senior-most student representative at the Students' Union. Responsible for the direction of the Union's work for the academic year. You will lead your team of Executive Officers to advocate for better provision and hold the University to account, all while experiencing a director level role in a not-for-profit charity organisation.

Salary: £20,820.80*¹

Term of Office: July 1st, 2024 – June 30th, 2025 (Must also be available for handover from the 17th of June 2024)

Hours of Work: 1820 annualised hours per year (1. July to 30. Jun). Usual office hours are between 8.30am and 4.30pm, but flexibility will be a necessity to meet the requirements of the position, which will include evening and weekend work. The Union has busy and quiet times of the year, and your working hours will need to be reflective of this. Travel between, and work from, different University sites is essential.

Responsible To: Board of Trustees, Student Council and Student Voice Forum.

Responsible For: Union Executive Officers

Location of Work: All USWSU Offices/facilities across University of South Wales's Campuses (Pontypridd, Cardiff and Newport) as required. Out of term time, office hours will be spent at Treforest.

Holiday Leave: 210 Hours + Designated hours shutdown (including Bank Holidays)

Pension: Eligible to join NUSPS pension scheme, at a current contribution rate of 6%

Car Parking: Car Parking available at Pontypridd and Cardiff Campus Car parking is available (at an additional annual cost).

Main Role Responsibilities:

Lead and Represent the Union and Student Voice

- Act as the lead student representative for the University of South Wales students.

- Represent student views to the Union, University and other external bodies where appropriate, acting proactively on identified issues and needs of the student body.
- Work closely with senior Union staff to develop all areas of the Union's activity.
- Serve as the Union's Spokesperson, engaging with Union Comms and promoting the publicity of Union activities.
- Attend and participate in University Graduation Ceremonies.

Lead and Line-manage the Union's Executive Officer Team

- Chair meetings of the Union Executive Committee on a fortnightly basis.
- Supervise the elected Executive Officers and ensure that responsibilities are carried out in a professional and efficient manner.
- Manage Sabbatical Executive Officer's workplace requests and welfare.
- Monitor elected Executive Officers on assigned tasks
- Ensure that the work of Sabbatical Executive Officers serves all members by being visible and across all campuses.

Support Student Voice and Democracy

- Attend and actively engage in Student Council and Student Voice Forum, providing a written report on your activities since the previous meeting.
- Work on priorities mandated by either Student Council, Student Voice Forum or any General Meetings.
- Promote and publicise opportunities for students to engage with the Union
- Assist in the co-option of representative roles where needed.
- Attend and participate in the Union's activities including but not limited to Fresher's Fair, the Annual General Meeting, Elections and the Student Choice Awards

Serve as a Trustee of the Organisation

- Ensure that USWSU acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its mission, vision and values.
- Help USWSU achieve its objectives and improve the lives of its members by being a student-led organisation.
- Ensure that USWSU complies with all relevant legislation and regulations, including relevant charity, company and education acts.
- Ensure that USWSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees (where applicable).
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of USWSU.
- Participate fully in Company Law meetings.
- Abide by the USWSU Trustee Code of Conduct.

Support Disciplinary Processes

- Serve as a Students' Union Representative on University Disciplinary Committees and Fitness to Practice Hearings where required
- To receive and thoroughly investigate, in accordance with the Standing Orders, any complaints received by the Union through its Complaints Procedures.
- To make judgment on any complaint brought against the Union and make a recommendation to the Union's Membership Disciplinary Committee.
- To write in response to Habitual of Vexations Complaints.
- To act as Chair of the Union's Members Disciplinary Panel where applicable.

Act as Collaborator and Critical Friend to the University

- Work with key senior University staff to support mechanisms and embed student voice in the University's program of work.
- Sit on the University's Board of Governors, undertaking relevant training where needed.
- Contribute to University strategy and operational activities, ensuring that student interests are effectively represented.
- Sit and actively engage as a member of Academic Board and other University groups and committees including but not limited to: Fees & Scholarships, Health and Safety and Student Experience.

Education VP

The VP of Education is the senior representative on all matters academic and quality focused. You are responsible for ensuring that the University's enhancement and assurance processes for quality are adhered to. In your role you will also help develop the learning and teaching landscape at USW by working on specific cases and more broad areas of focus. You will advocate for better provision and hold the University to account, all while experiencing a director level role in a not-for-profit charity organisation.

Salary: £20,820.80*1

Term of Office: July 1st, 2024 – June 30th, 2025 (Must also be available for handover from the 17th of June 2024)

Hours of Work: 1820 annualised hours per year (1. July to 30. Jun). Usual office hours are between 8.30am and 4.30pm, but flexibility will be a necessity to meet the requirements of the position, which will include evening and weekend work. The Union has busy and quiet times of the year, and your working hours will need to be reflective of this. Travel between, and work from different University sites is essential.

Responsible To: Board of Trustees, Student Council and Student Voice Forum.

Location of Work: All USWSU Offices/facilities across University of South Wales's Campuses (Pontypridd, Cardiff and Newport) as required. Out of term time, office hours will be spent at Treforest.

Holiday Leave: 210 Hours + Designated hours shutdown (including Bank Holidays)

Pension: Eligible to join NUSPS pension scheme, at a current contribution rate of 6%

Car Parking: Car Parking available at Pontypridd and Cardiff Campus Car parking is available (at an additional annual cost).

Main Role Responsibilities:

Lead and Represent on Academic Matters

- Act as the lead student representative for the University of South Wales students for any item which falls under the academic portfolio

- Represent the student views on academic matters to the Union, University and other external bodies where appropriate, acting proactively on identified issues and needs of the student body.
- Work closely with senior University staff to safeguard the quality of academic provision and ensure strong processes for the assurance and enhancement of quality at all levels are in place.
- Run campaigns to raise awareness and tackle academic related issues
- Support students on individual cases where there are challenges to the quality of the academic provision on their course.
- Attend and participate in University Graduation Ceremonies.

Support Student Voice and Democracy

- Attend and actively engage in Student Council and Student Voice Forum, providing a written report on your activities since the previous meeting.
- Work on priorities mandated by either Student Council, Student Voice Forum or any General Meetings.
- Promote and publicise opportunities for students to engage with the Union
- Assist in the co-option of representative roles where needed.
- Attend and participate in the Union's activities including but not limited to Fresher's Fair, the Annual General Meeting, Elections and the Student Choice Awards

Serve as a Trustee of the Organisation

- Ensure that USWSU acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its mission, vision and values.
- Help USWSU achieve its objectives and improve the lives of its members by being a student-led organisation.
- Ensure that USWSU complies with all relevant legislation and regulations, including relevant charity, company and education acts.
- Ensure that USWSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees (where applicable).
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of USWSU.
- Participate fully in Company Law meetings.
- Abide by the USWSU Trustee Code of Conduct.

Support Disciplinary Processes

- Serve as a Students' Union Representative on University Disciplinary Committees and Fitness to Practice Hearings where required
- Support students through Academic Misconduct processes.
- Where necessary, act as chair of the Union's Members Disciplinary Panel.

Act as Collaborator and Critical Friend to the University

- Work with key senior University staff to support mechanisms and embed student voice in the University's program of work.
- Sit on the University's Board of Governors, undertaking relevant training where needed.
- Contribute to University strategy and operational activities, ensuring that student interests are effectively represented.
- Sit and actively engage as a member of University groups and committees including but not limited to: Quality Assurance, Learning Teaching Enhancement and Partnerships.

Welfare VP

The VP of Welfare is the senior representative on all matters on student support and wellbeing. You are responsible for ensuring that the University has proper provision for the wider student experience on non-academic matters. This includes provision for mental wellbeing, accommodation, counselling and so much more. In your role you will also help develop student support at USW by supporting specific cases and more broad areas of focus. You will advocate for better provision and hold the University to account, all while experiencing a director level role in a not-for-profit charity organisation.

Salary: £20,820.80*¹

Term of Office: July 1st, 2024 – June 30th, 2025 (Must also be available for handover from the 17th of June 2024)

Hours of Work: 1820 annualised hours per year (1. July to 30. Jun). Usual office hours are between 8.30am and 4.30pm, but flexibility will be a necessity to meet the requirements of the position, which will include evening and weekend work. The Union has busy and quiet times of the year, and your working hours will need to be reflective of this. Travel between, and work from, different University sites is essential.

Responsible To: Board of Trustees, Student Council and Student Voice Forum.

Location of Work: All USWSU Offices/facilities across University of South Wales's Campuses (Pontypridd, Cardiff and Newport) as required. Out of term time, office hours will be spent at Treforest.

Holiday Leave: 210 Hours + Designated hours shutdown (including Bank Holidays)

Pension: Eligible to join NUSPS pension scheme, at a current contribution rate of 6%

Car Parking: Car Parking available at Pontypridd and Cardiff Campus Car parking is available (at an additional annual cost).

Main Role Responsibilities:

Lead and Represent on Non-academic Matters

- Act as the lead student representative for the University of South Wales students for any item which falls under the Welfare portfolio

- Represent the student views on non-academic matters to the Union, University and other external bodies where appropriate, acting proactively on identified issues and needs of the student body.
- Work closely with senior University staff to safeguard the quality of academic provision and ensure strong processes for the assurance and enhancement of quality at all levels are in place.
- Run campaigns to raise awareness and tackle welfare related issues
- Be responsible for utilising wellbeing funding to ensure it provides quality services while also reaching the maximum number of students as possible.
- Support students on individual queries or cases where students are facing challenges to the non-academic aspect of their student experience.
- Attend and participate in University Graduation Ceremonies.

Support Student Voice and Democracy

- Attend and actively engage in Student Council and Student Voice Forum, providing a written report on your activities since the previous meeting.
- Work on priorities mandated by either Student Council, Student Voice Forum or any General Meetings.
- Promote and publicise opportunities for students to engage with the Union
- Assist in the co-option of representative roles where needed.
- Attend and participate in the Union's activities including but not limited to Fresher's Fair, the Annual General Meeting, Elections and the Student Choice Awards

Serve as a Trustee of the Organisation

- Ensure that USWSU acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its mission, vision and values.
- Help USWSU achieve its objectives and improve the lives of its members by being a student-led organisation.
- Ensure that USWSU complies with all relevant legislation and regulations, including relevant charity, company and education acts.
- Ensure that USWSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees (where applicable).
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of USWSU.
- Participate fully in Company Law meetings.
- Abide by the USWSU Trustee Code of Conduct.

Support Disciplinary Processes

- Serve as a Students' Union Representative on University Disciplinary Committees and Fitness to Practice Hearings where required
- Support students through University Disciplinary processes.
- Where necessary, act as chair of the Union's Members Disciplinary Panel.

Act as Collaborator and Critical Friend to the University

- Work with key senior University staff to support mechanisms and embed student voice in the University's program of work.
- Sit on the University's Board of Governors, undertaking relevant training where needed.
- Contribute to University strategy and operational activities, ensuring that student interests are effectively represented.
- Sit and actively engage as a member of University groups and committees including but not limited to: Disability & Dyslexia, Equality & Diversity and Wellbeing Steering.

Activities VP

The VP of Activities is the senior representative on all matters relating to the Union's Activities provision, including but not limited to, Teams, Clubs and Societies. You are responsible for ensuring that the Union's provision meets the needs of Teams Clubs and Societies. In your role you will also help develop Union Activities and the successful delivery of events such as Re-Freshers and Varsity. You will advocate for better provision and hold the University to account on matters relating to activities, all while experiencing a director level role in a not-for-profit charity organisation.

Salary: £20,820.80*¹

Term of Office: July 1st, 2024 – June 30th, 2025 (Must also be available for handover from the 17th of June 2024)

Hours of Work: 1820 annualised hours per year (1. July to 30. Jun). Usual office hours are between 8.30am and 4.30pm, but flexibility will be a necessity to meet the requirements of the position, which will include evening and weekend work. The Union has busy and quiet times of the year, and your working hours will need to be reflective of this. Travel between, and work from different University sites is essential.

Responsible To: Board of Trustees, Student Council and Student Voice Forum.

Location of Work: All USWSU Offices/facilities across University of South Wales's Campuses (Pontypridd, Cardiff and Newport) as required. Out of term time, office hours will be spent at Treforest.

Holiday Leave: 210 Hours + Designated hours shutdown (including Bank Holidays)

Pension: Eligible to join NUSPS pension scheme, at a current contribution rate of 6%

Car Parking: Car Parking available at Pontypridd and Cardiff Campus Car parking is available (at an additional annual cost).

Main Role Responsibilities:

Lead and Represent on the Union's Activities-related Matters

- Act as the lead student representative for matters relating to Societies, Clubs, Teams and other relevant Union activity.

- Represent student views to the Union, University and other external bodies where appropriate, acting proactively on identified issues and needs of the student body.
- Work closely with Union staff to develop the Union's activities provision.
- Work closely with Activities to develop and organise events such as Re-freshers
- Act as the student lead on Varsity: providing strategic steer to the co-ordination of the event.
- Produce revised copies of the Clubs and Societies handbooks.
- Attend and participate in University Graduation Ceremonies.

Support Student Voice and Democracy

- Attend and actively engage in Student Council and Student Voice Forum, providing a written report on your activities since the previous meeting.
- Work on priorities mandated by either Student Council, Student Voice Forum or any General Meetings.
- Promote and publicise opportunities for students to engage with the Union
- Assist in the co-option of representative roles where needed.
- Attend and participate in the Union's activities including but not limited to Fresher's Fair, the Annual General Meeting, Elections and the Student Choice Awards

Serve as a Trustee of the Organisation

- Ensure that USWSU acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its mission, vision and values.
- Help USWSU achieve its objectives and improve the lives of its members by being a student-led organisation.
- Ensure that USWSU complies with all relevant legislation and regulations, including relevant charity, company and education acts.
- Ensure that USWSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees (where applicable).
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of USWSU.
- Participate fully in Company Law meetings.
- Abide by the USWSU Trustee Code of Conduct.

Support Disciplinary Processes

- Serve as a Students' Union Representative on University Disciplinary Committees and Fitness to Practice Hearings where required
- To receive and thoroughly investigate, in accordance with the Standing Orders, any complaints received by the Union regarding societies and club activities and members through the disciplinary procedures
- To make judgment on any complaint brought against a Club or Society and make a recommendation to Student Council.
- To act as Chair of the Union's Members Disciplinary Panel where applicable.

Act as Collaborator and Critical Friend to the University

- Work with key senior University staff to support mechanisms and embed student voice in the University's program of work.
- Sit on the University's Board of Governors, undertaking relevant training where needed.
- Contribute to University strategy and operational activities, ensuring that student interests are effectively represented.
- Sit and actively engage as a member of University groups and committees including but not limited to: USW Sports Board, Raising Aspirations, Sustainability and external groups for British Universities Colleges Sport and Wales Student Sport

Sabbatical Officer – Three Roles in One

Each of the full-time positions is a three-way role – that of an automatically appointed member of Trustee Board, as an elected student officer with a specific portfolio of work and as member of staff of USWSU. Whilst the differences are not noticeable on a day-to-day basis, there are sets of rules and regulations that govern each of the areas: as an elected officer, there are the Constitution and Standing Orders, as a Trustee, there is charity and company law and, as a member of staff, a contract and a work handbook. These detail what you can and cannot do, how to do things, how to be effective in your role and how you may be removed from your job if you are not doing it properly. Knowing the obligations that come with your chosen role should help you understand what you are taking on.

Being a Full-Time Officer

As a Full-time Officer, you are expected to act as a true reflection of the collective student voice across all levels of the University and the Union. They serve as a representative and advocate for all students at the University of South Wales by attending different meetings with key stakeholders and utilising their position to collaborate and influence staff across the University. Officers will work on a strategic level, contributing to the long-term policy and planning by the University but also pushing on key issues students face.

There is a great deal of responsibility placed on you as an Officer. You have the power in your role to lobby and work with the University on getting issues resolved and setting University priorities. The role of a Full-time Officer can allow you to make a real difference not only to individual students through casework but also collectively through proactive collaboration and pushing on issues which matter most to students, leaving a lasting legacy on the student experience.

As an Officer you will need to develop strong communication, critical thinking, negotiation and diplomacy skills to be successful as an elected Officer. However, upholding the NOLAN Principles of Public Life and having a good working knowledge of the Articles of Association and Standing Orders.

You can find out more about the NOLAN Principles [Here](#)

You can read the Standing Orders [Here](#)

You can read the Articles of Association [Here](#).

Being a Trustee

The Trustees are ultimately responsible, individually, and collectively, for all activity within USWSU. The USWSU Trustee Board is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of and agree a long-term strategy. They approve and monitor plans to deliver the strategy. Trustees will also act as Company Law members of USWSU.

Being a Trustee carries legal responsibilities for the organisation, which will be explained during your induction training. You will also be expected to subscribe to the National Occupational Standards for Trustees and uphold the seven Principles of Public Life (Nolan Principles) as set by the Committee on Standards in Public Life.

Being a Union Employee

You will be expected to act as a member of staff of USWSU by turning up to work on time, fulfilling the hours of your contract and doing the work that you are paid to do. You will be issued with a that details all your rights as an employee, as well as procedures for disciplinary and matters of poor performance.

Accountability and Removal from Office

In your role you are ultimately accountable to the membership of USWSU who, through processes detailed in the Standing Orders, are able to remove you from office if you do not fulfill your role. Equally if your actions or comments put the Union in disrepute and breach your role as a Trustee, you can be removed by the Trustee Board. Finally failing to abide by the rules and policies imposed on you as an employee of the Union may result in disciplinary action that may lead to your dismissal. Removal from one of your three roles as a full-time elected Officer will result in you being removed from office entirely.

Student Trustee

Student Trustees must have an interest in the running of the Students' Union, for the benefit of fellow students and some understanding of the running of a member-led organisation. Whilst the positions are voluntary, you will have a unique opportunity to learn about management and strategy, have the opportunity to work with a diverse body of people and gain an insight into the workings of a multifaceted operation. If elected, you will be expected to attend all meetings of the Trustee Board during the term of office and to make a positive contribution to Board decisions. One Student Trustee also sits on the University's Board of Governors, and you can't get higher than that!

Term of Office: July 1st, 2024 – June 30th, 2025

Workload Commitment: There is no set hours for a Student Trustee as it is completely voluntary. You will be expected to attend Trustee Board meetings (Bi-monthly, in the evenings) and answer emails from time to time.

Responsible To: Chair of Trustee Board

Responsibilities:

- Ensure that USWSU acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its mission, vision and values.
- Help USWSU achieve its objectives and improve the lives of its members by being a student-led organisation.
- Ensure that USWSU complies with all relevant legislation and regulations, including relevant charity, company and education acts.
- Ensure that USWSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees (where applicable).
- Participate fully in Company Law meetings.
- Abide by the USWSU Trustee Code of Conduct.

NOTE: You can NOT be a Student Trustee if you are under the age of 18, have been convicted of an offence involving deception, dishonesty (unless conviction is spent) or terrorism. You are also ineligible if you are an undischarged bankrupt, have been removed from Trusteeship of the charity by the courts or the Charity Commissioners or disqualified under the Company Directors Disqualification Act 1986.

Chair of Student Council

The Chair of Student Council provides leadership and guidance to the Student Council and is its main ambassador. The role includes leading the part-time officer team to ensure that the Union is delivering policy passed through the Council.

Bursary: Up to £500 based on engagement with the role.

Term of Office: July 1st, 2024 – June 30th, 2025 (Must also be available for handover from the 17th of June 2024)

Hours of Work: Part-time roles are voluntary and are built around you and your studies. You would be expected to contribute roughly 2-3 hours per week during term time which is spread across Union and University meetings and responding to emails.

Responsible To: SU President, Student Council, Members

Main Role Responsibilities:

Chair the Student Council

- Serve as the Chair of Student Council, conducting the business of Student Council for the 5 meetings of the academic year.

Participate in Union Executive Committee Meetings

- Attend and Participate in Union Executive Committee Meetings as a member of the Union Executive Committee

Chair the Annual General Meeting

- Attend and engage with necessary training as deemed necessary in relation to the Annual General Meeting
- Act as the main speaker and presenter of the Union's Annual General Meeting

Support Student Council Officers

- Support Student Council Officers in the planning and running of their campaigns
- Hold Student Council Officers to account in their participation in Student Council and the Union's other democratic activities.

Chair of Student Voice Forum

The Chair of Student Voice Forum provides leadership to the Student Voice Forum and is its main ambassador. The role includes leading Student Voice Representatives to ensure that the student voice is strategically represented across the university.

Bursary: Up to £500 based on engagement with the role.

Term of Office: July 1st, 2024 – June 30th, 2025 (Must also be available for handover from the 17th of June 2024)

Hours of Work: Part-time roles are voluntary and are built around you and your studies. You would be expected to contribute roughly 2-3 hours per week during term time which is spread across Union and University meetings and responding to emails.

Responsible To: SU President, Student Voice Forum, Members

Main Role Responsibilities:

Chair the Student Voice Forum

- Serve as the Chair of Student Voice Forum, conducting the business of Student Council for the 5 meetings of the academic year.

Participate in Union Executive Committee Meetings

- Attend and Participate in Union Executive Committee Meetings as a member of the Union Executive Committee

Participate in University Level Meetings

- Attend and engage in the University's Quality Assurance Committee and Learning Teaching Enhancement Committee.
- Highlight feedback from SVRs and the student voice more broadly at meetings.

Support Student Voice Representatives

- Support Student Voice Representatives in their portfolio of work including providing guidance on how to respond to student feedback.
- Hold Student Voice Representatives to account in their participation in Student Voice Forum and the Union's other democratic activities.

Student Voice Representative

Student Voice Representatives are the link between students, University staff and the Union. They ensure the student perspective is considered in all decisions made at University or Faculty level. They liaise with students and work with staff on academic and policy matters that are Subject or Faculty wide.

Bursary: Up to £500 based on engagement with the role.

Term of Office: July 1st, 2024 – June 30th, 2025 (Must also be available for handover from the 17th of June 2024)

Hours of Work: Part-time roles are voluntary and are built around you and your studies. You would be expected to contribute roughly 2-3 hours per week during term time which is spread across Union and University meetings and responding to emails.

Responsible To: Chair of Student Voice Forum, Membership

Main Role Responsibilities:

Attend Student Voice Forum and other Democratic Meetings

- Represent the views of students in your faculty through attending and actively participate in Student Voice Forum Meetings (5 per year).
- Submit policy and call to action proposals to Student Voice Forum relating to academic matters.
- Promote and engage in the Union's Annual General Meeting

Contribute to Thematic Research

- Support the steering of the Student Voice Forum's thematic project from identifying and scoping the project.
- Support the collection of data from students across the Faculty

Participate in University Faculty Committees

- Attend and contribute to either the Faculty Quality Assurance or Learning and Teaching Enhancement Committee.
- Identify emerging academic issues and work with the Faculty Head of Learning, Teaching and Student Experience to respond to issues.

Chair Course Rep Assemblies

- Chair Course Rep Assemblies every academic term
- Listen to and respond to Course Rep Feedback, with assistance from the Student Representation Team.

Be a Student Panellist in Revalidation Events

Re/Validation Events are quality assurance events where courses are assessed on their viability and quality to run at USW. SVRs are expected to engage and participate in Re/Validation Events as a Student panellist. Being a Student panellist also comes with a £50 payment per event.

- Volunteer for Re/Validation Events as and when they arise
- Read and Respond to Validation Documentation
- Attend and engage in Validation Events as a Student Panellist.

Represent and Advocate students on a faculty level.

- Communicate with Course Reps through your SVR Mailbox and other channels of communication
- Raise student feedback to the relevant Union and University staff, working with them to resolve issues.
- Respond to feedback in a timely and clear manner.



Campus Officer x6

Title

Cardiff, Newport or Pontypridd Campus Officer

Responsible to

Student Council

Mentor

Chair of Student Council

Bursary

Up to £100 based on engagement with the role

Term

1st July 2022 - 30th June 2023

Hours

There are no set hours for this position, but flexibility is a necessity, which may include evening and weekend work.

Location

All campuses

The Campus Officers are the lead representatives for students on each of the University's campuses and their main ambassador. The role includes representing the views and interests of the students, encouraging participation in the Union and advancing their welfare.

The ideal candidate will have a mature outlook and the confidence to be the voice of students. Knowledge of the issues and politics affecting students at the University would be an advantage.

Key responsibilities as Campus Officer

- To represent students from one of the University's campus areas.
- To take policy proposals on non-academic issues affecting these students to Student Council and/or AGM, based on feedback from the students.
- To organise and deliver a campaign related to non-academic issues affecting campuses.
- To fulfil any democratic mandates and promote any matters of Union policy that relate to campuses.
- To support other Officers and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings and report on work to date at all meetings.
- To complete a Log Book.
- To act as Idea Lead and deliver against work specified by the Executive.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.
- To promote student engagement in USWSU's democratic structures.

Additional responsibilities

- To attend AGM.
- To stand as a delegate for NUS and NUS Wales conferences.



Black Students' Officer

Responsible to:

Student Council

Mentor:

VP Welfare

Hours

There are no set hours for this position, but flexibility is a necessity to meet the requirements of the position, which may include evening and weekend work.

Bursary

Up to £500 based on engagement with the role

Term

1st July 2022 - 30th June 2023

Location

All campuses

The Black Students' Officer is the lead representative of black students at the University and their main ambassador. The role includes representing the views and interests of black students, encouraging participation in the Union and advancing their welfare.

The ideal candidate will have a mature outlook and the confidence to be the voice of black students. Knowledge of the issues and politics affecting the black students at the University would be an advantage. Highly developed communication, diplomatic and negotiation skills are essential.

Key responsibilities as Black Students' Officer

- To represent black and minority ethnic students.
- To take policy proposals on issues affecting black students to Student Council and/or AGM, based on feedback from black and ethnic minority students.
- To organise and deliver a campaign related to issues affecting black students.
- To fulfil democratic mandates and promote matters of Union policy that relate to black students.
- To meet the commitments of 'Save the Date' in relation to Black History Month.
- To attend NUS Wales Black Students' Conference.
- To support other Officers and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings and report on work to date at all meetings.
- To complete a Log Book.
- To act as Idea Lead and deliver against work specified by the Executive.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.
- To promote student engagement in USWSU's democratic structures.

Additional responsibilities

- To attend AGM.
- To stand attend NUS and NUS Wales conferences, if delegated by USWSU.



LGBT+ Officer x3

Title

LGBT+ Officer (Women), LGBT+ Officer (Trans),
LGBT+ Officer (Open)

Responsible to:

Student Council

Mentor:

VP Welfare

Bursary

Up to £500 based on engagement with the role

Term

1st July 2022 - 30th June 2023

Hours

There are no set hours for this position, but flexibility is a necessity, which may include evening and weekend work.

Location

All campuses

The LGBT+ Officers are the lead representatives on matters of sexual orientation and gender identity at the University. The roles include representing the views and interests of students regarding sexual orientation and gender identity issues, encouraging participation in the Union and advancing their welfare.

The ideal candidates will have a mature outlook and the confidence to be the voice of students on matters of sexual orientation and/or gender identity. Knowledge of the issues and politics related to these topics at the University would be an advantage. Highly developed communication, diplomatic and negotiation skills are essential.

Key responsibilities as LGBT+ Officer

- To represent students on issues of sexual orientation and gender identity.
- To take policy proposals on issues of sexual orientation and gender identity to Student Council and/or AGM, based on feedback from students.
- To organise and deliver a campaign related to issues surrounding sexual orientation and gender identity.
- To fulfil democratic mandates and promote any matters of Union policy that relate to LGBT+ students.
- To meet the commitments of 'Save the Date' in relation to LGBT History Month.
- To attend NUS Wales LGBT+ Conference.
- To support other VP Welfare and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings and report on work to date at all meetings.
- To complete a Log Book.
- To act as Idea Lead and deliver against work specified by the Executive.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.
- To promote student engagement in USWSU's democratic structures.

Additional responsibilities

- To attend AGM.
- To attend NUS and NUS Wales conferences, if delegated by USWSU.

International Students' Officer

Responsible to:

Student Council

Mentor:

VP Welfare

Hours

There are no set hours for this position, but flexibility is a necessity to meet the requirements of the position, which may include evening and weekend work.

Bursary

Up to £250 based on engagement with the role

Term

1st July 2022 - 30th June 2023

Location

All campuses

The International Students' Officer is the lead representative of international students at the University and their main ambassador. The role includes representing the views and interests of international students, encouraging participation in the Union and advancing their welfare.

The ideal candidate will have a mature outlook and the confidence to be the voice of international students. Knowledge of the issues and politics affecting international students at the University would be an advantage. Highly developed communication, diplomatic and negotiation skills are essential.

Key responsibilities as International Students' Officer

- To represent international students.
- To take policy proposals on issues affecting international students to Student Council and/or AGM, based on feedback from international students.
- To organise and deliver a campaign related to issues affecting international students.
- To fulfil democratic mandates and promote matters of Union policy that relate to international students.
- To attend NUS International Students' Conference.
- To support Officers and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings and report on work to date at all meetings.
- To complete a Log Book.
- To act as Idea Lead and deliver against work specified by the Executive.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.
- To promote student engagement in USWSU's democratic structures.

Additional responsibilities

- To attend AGM.
- To attend NUS and NUS Wales conferences, if delegated by USWSU.

Mature Students' Officer

Responsible to:

Student Council

Mentor:

VP Welfare

Hours

There are no set hours for this position, but flexibility is a necessity to meet the requirements of the position, which may include evening and weekend work.

Bursary

Up to £250 based on engagement with the role

Term

1st July 2022 - 30th June 2023

Location

All campuses

The Mature Students' Officer is the lead representative for mature students at the University and their main ambassador. The role includes representing the views and interests of mature students, encouraging participation in the Union and advancing their welfare.

The ideal candidate will have a mature outlook and the confidence to be the voice of mature students. Knowledge of the issues and politics affecting mature students at the University would be an advantage. Highly developed communication, diplomatic and negotiation skills are essential.

Key responsibilities as Mature Students' Officer

- To represent mature students.
- To take policy proposals on issues affecting mature students to Student Council and/or AGM, based on feedback from mature students.
- To organise and deliver a campaign related to issues affecting mature students.
- To fulfil democratic mandates and promote matters of Union policy that relate to mature students.
- To support other Officers and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings and report on work to date at all meetings.
- To complete Log Book.
- To act as Idea Lead and deliver against work specified by the Executive.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.

Additional responsibilities

- To attend AGM.
- To attend NUS and NUS Wales conferences, if delegated by USWSU.

Postgraduate and Part-time Students' Officer

Responsible to:

Student Council

Mentor:

VP Welfare

Hours

There are no set hours for this position, but flexibility is a necessity to meet the requirements of the position, which may include evening and weekend work.

Bursary

Up to £250 based on engagement with the role

Term

1st July 2020 - 30th June 2021

Location

All campuses

The Postgraduate & Part-time Students' Officer is the lead representative for postgraduate and part-time students at the University and their main ambassador. The role includes representing the views and interests of PG and PT students, encouraging participation in the Union and advancing their welfare.

The ideal candidate will have a mature outlook and the confidence to be the voice of PG and PT students. Knowledge of the issues and politics affecting PG and PT students at the University would be an advantage.

Key responsibilities as PG and PT Students' Officer

- To represent PG and PT students.
- To take policy proposals on issues affecting PG and PT students to Student Council and/or AGM, based on feedback from PG and PT students.
- To organise and deliver a campaign related to issues affecting PG and PT students.
- To fulfil any democratic mandates and promote any matters of Union policy that relate to PG and PT students.
- To support other Officers and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings and report on work to date at all meetings.
- To complete a Log Book.
- To act as Idea Lead and deliver against work specified by the Executive.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.
- To promote student engagement in USWSU's democratic structures.

Additional responsibilities

- To attend AGM.
- To attend NUS and NUS Wales conferences, if delegated by USWSU.

Societies Officer

Responsible to:

Student Council

Mentor:

VP Activities

Hours

There are no set hours for this position, but flexibility is a necessity to meet the requirements of the position, which may include evening and weekend work.

Bursary

Up to £250 based on engagement with the role

Term

1st July 2022 - 30th June 2023

Location

All campuses

The Societies Officer is the lead representative for student members of the Union's registered societies and their main ambassador. The role includes representing the views and interests of society members, encouraging participation in the Union and advancing their welfare.

The ideal candidate will have a mature outlook and the confidence to be the voice of society members. Knowledge of the issues and politics affecting society members at the University would be an advantage. Highly developed communication, diplomatic and negotiation skills are essential.

Key responsibilities as Societies Officer

- To represent student members of societies.
- To take policy proposals on issues affecting members of societies to Student Council and/or AGM, based on feedback from society members.
- To organise and deliver a campaign related to issues affecting society members.
- To fulfil any democratic mandates and promote any matters of Union policy that relate to society members.
- To support other Officers and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings and report on work to date at all meetings.
- To complete a Log Book.
- To act as Idea Lead and deliver against work specified by the Executive.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.

Additional responsibilities

- To attend AGM.
- To attend NUS and NUS Wales conferences, if delegated by USWSU.

Sports Officer

Responsible to:

Student Council

Mentor:

VP Activities

Hours

There are no set hours for this position, but flexibility is a necessity to meet the requirements of the position, which may include evening and weekend work.

Bursary

Up to £250 based on engagement with the role

Location

All campuses

Term

1st July 2022 - 30th June 2023

The Sports Officer is the lead representative for student members of the Union's registered teams and clubs and their main ambassador. The role includes representing the views and interests of team and club members, encouraging participation in the Union and advancing their welfare.

The ideal candidate will have a mature outlook and the confidence to be the voice of team and club members. Knowledge of the issues and politics affecting team and club members at the University would be an advantage.

Key responsibilities as Sports Officer

- To represent student members of teams and clubs.
- To take policy proposals on issues affecting members of teams and clubs to Student Council and/or AGM, based on feedback from team and club members.
- To organise and deliver a campaign related to issues affecting team and club members.
- To fulfil any democratic mandates and promote any matters of Union policy that relate to team and club members.
- To support other Officers and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings and report on work to date at all meetings.
- To complete a Log Book.
- To act as Idea Lead and deliver against work specified by the Executive.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.
- To promote student engagement in USWSU's democratic structures.

Additional responsibilities

- To attend AGM.
- To attend NUS and NUS Wales conferences, if delegated by USWSU.



Students with Disabilities Officer

Responsible to:

Student Council

Mentor:

VP Welfare

Hours

There are no set hours for this position, but flexibility is a necessity to meet the requirements of the position, which may include evening and weekend work.

Bursary

Up to £500 based on engagement with the role

Term

1st July 2020 - 30th June 2021

Location

All campuses

The Students with Disabilities Officer is the lead representative for students with disabilities at the University and their main ambassador. The role includes representing the views and interests of students with disabilities, encouraging participation in the Union and advancing their welfare.

The ideal candidate will have a mature outlook and the confidence to be the voice of students with disabilities. Knowledge of the issues and politics affecting students with disabilities at the University would be an advantage. Highly developed communication, diplomatic and negotiation skills are essential.

Key responsibilities as Students with Disabilities Officer

- To represent students with disabilities
- To take policy proposals on issues affecting students with disabilities to Student Council and/or AGM, based on feedback from students with disabilities.
- To organise and deliver a campaign related to issues affecting students with disabilities.
- To fulfil democratic mandates and promote matters of Union policy that relate to SWD.
- To attend NUS Wales SWD Conference.
- To support other Officers and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings and report on work to date at all meetings.
- To complete Log Book.
- To act as Idea Lead and deliver against work specified by the Executive.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.
- To promote student engagement in USWSU's democratic structures.

Additional responsibilities

- To attend AGM.
- To attend NUS and NUS Wales conferences, if delegated by USWSU.

Swyddog yr Iaith Gymraeg

Yn gyfrifol i:

Cyngor Myfyrwyr

Mentor:

Cadeirydd Cyngor
y Myfyrwyr

Oriau

Nid oes oriau penodol ar gyfer y swydd hon, ond mae hyblygrwydd yn angenrheidiol i gwrdd â gofynion y swydd, gall gynnwys gweithio nosweithiau a phenwythnosau.

Bwrsariaeth

Hyd at £500 yn seiliedig ar ymgysylltiad â'r rôl

Cyfnod

1af Gorffennaf 2022 – 30ain Mehefin 2023

Lleoliad

Pob campws

Swyddog yr Iaith Gymraeg yw'r cynrychiolydd arweiniol ar gyfer myfyrwyr sydd yn siarad/ dysgu Cymraeg yn y Brifysgol a'u prif lysgennad. Mae'r rôl yn cynnwys cynrychioli barn a diddordebau fyfyrwyr sy'n siarad/ dysgu Cymraeg, gan annog cyfranogiad yn yr Undeb a hyrwyddo eu lles. Bydd yr ymgeisydd delfrydol efo agwedd aeddfed ac yr hyder i fod y llais myfyrwyr sy'n siarad/ dysgu. Mae adnabyddiaeth am faterion a gwleidyddiaeth yn gysylltiedig â'r iaith Gymraeg yn y Brifysgol yn fantais. Sgiliau cyfathrebu, diplomyddol a negodi uwch yn hanfodol.

Cyfrifoldebau allweddol fel Swyddog yr Iaith Gymraeg

- Cynrychioli myfyrwyr sy'n siarad/ dysgu Cymraeg.
- Cymryd cynigion polisi ar faterion sy'n effeithio myfyrwyr sy'n siarad/ dysgu Cymraeg a/ neu'r iaith Gymraeg i'r Cyngor Myfyrwyr a / neu'r Cyfarfod Blynyddol Cyffredinol, yn seiliedig ar adborth gan myfyrwyr sy'n siarad/ dysgu yn Gymraeg.
- Trefnu a chyflwyno ymgyrch sy'n gysylltiedig â materion sy'n effeithio myfyrwyr sy'n siarad/ dysgu Cymraeg a'r / neu'r iaith Gymraeg.
- Gyflawni unrhyw fandadau democrataidd a hyrwyddo unrhyw faterion o bolisi'r Undeb sy'n ymwneud â myfyrwyr sy'n siarad/ dysgu yn Gymraeg neu'r iaith Gymraeg.
- Cefnogi aelodau eraill y Tîm Arweinyddiaeth ac i gyfrannu at eu ymgyrchoedd, yn ôl yr angen.
- Mynychu Cynhadledd Iaith Gymraeg UCMC.

Cyfrifoldebau allweddol fel aelod o Gyngor Myfyrwyr

- Mynychu pob cyfarfod ac adrodd ar y gwaith hyd yma yn bob cyfarfod.
- I gwblhau Llyfr Cyfnodion.
- Gweithredu fel Arweinydd Syniadau a chyflawni gwaith a bennir gan y Pwyllgor Gweithredol.
- Cyfrannu at greu a chynnal Cyngor Myfyrwyr sy'n parhau i ddysgu trwy gymryd rhan yn ac/neu arwain sesiynau anwytho a gweithgareddau datblygu'r Cyngor Myfyrwyr.

Cyfrifoldebau ychwanegol

- Mynychu CBC.
- I mynychu cynadledd UCM a UCM Cymru, os caiff ei ddirprwyo gan UMPDC.

Women's Officer

Responsible to:

Student Council

Mentor:

VP Welfare

Hours

There are no set hours for this position, but flexibility is a necessity to meet the requirements of the position, which may include evening and weekend work.

Bursary

Up to £500 based on engagement with the role

Term

1st July 2022 - 30th June 2023

Location

All campuses

The Women's Officer is the lead representative of women students at the University and their main ambassador. The role includes representing the views and interests of women students, encouraging participation in the Union and advancing the welfare of women students.

The ideal candidate will have a mature outlook and the confidence to be the voice of women students. Knowledge of the issues and politics affecting the women students at the University would be an advantage. Highly developed communication, diplomatic and negotiation skills are essential.

Key responsibilities as Women's Officer

- To represent women students.
- To take policy proposals on women's issues to Student Council and/or AGM.
- To organise and deliver a campaign related to issues affecting women students.
- To meet the commitments of 'Save the Date' in relation to International Women's Day.
- To fulfill democratic mandates and promote matters of Union policy that relate to women students.
- To attend NUS Wales Women's Conference.
- To support other Officers and to contribute to their campaigns, as required.

Key responsibilities as a member of Student Council

- To attend all meetings.
- To complete Log Book .
- To report on work to date to all meetings.
- To act as Idea Lead and deliver against work specified by the Executive
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.
- To promote student engagement in USWSU's democratic structures.

Additional responsibilities

- To attend AGM.
- To stand attend NUS and NUS Wales conferences, if delegated by USWSU.