

Vice President for Student Activities & Experience

Role Summary

A full-time Sabbatical role, The VP Student Activities and Experience is responsible for the many societies within the Union, and the extracurricular activities that the Union offers.

The VP is a key part of the way the Union improves the student experience on campus, and allows Union Members to run societies dedicated to their interests.

The VP ensures that the Union works to maximise the availability of activities on offer through the Union, and that all students who have extracurricular pursuits have the option, ability and engagement required to get the most out of those activities.

Responsibilities

As VP, you'll work alongside the Executive Committee, the Union Staff and the University to build student engagement and satisfaction.

- As part of this, you will work closely with all members of club and society committees, ensuring their needs are met. You'll help improve the facilities the Union has, solve problems that those running societies face, and work cohesively to build their memberships, promote their activities and encourage participation.
- You'll be responsible for ensuring that the Union's available rooms are fairly and evenly booked by societies, and that any disagreements or clashes over the use of space are resolved amicably and fairly.
- You'll also work with the Executive Committee and the University to explore new avenues to increase student experience, through Union-wide projects, improvements to existing services, and the development of closer links between the Union and students.

You'll work closely with the Union Finance Staff and CEO to ensure that societies have budgets in place, that they are able to send and receive money, that they remain financially viable and that the Union is as supportive as possible of their aims and objectives. You'll also ensure the same applies to all the Offices of the Union, and that the events the Union runs are well managed and help fund the Union's increasing number of available activities and services. You'll produce budget updates throughout the year, keep a close eye on the financial activity of the Union societies, and help club and society committees with their finances.

You'll be responsible for the organisation of the competitive sports leagues the Union takes part in, and will work closely with sports clubs to ensure their details, match times and fixture results are kept accurate. You'll liaise with sports co-ordinators for other Institutions to plan fixtures, avoid clashes, and ensure our Union's teams are participating correctly.

Zones and Committees

The VP is part of a range of committees, throughout the Union, the University and beyond.

Within the Union, you'll be the Zone Leader for the Student Activities Zone. The Zone is a collaborative working group, tasked with shared responsibilities for big projects and for duties that work best when shared between multiple Offices. As a Zone Leader, you'll have responsibility for leading this Zone, ensuring that all the responsibilities assigned to the Zone are completed. You'll also be responsible for

chairing these Zone meetings, ensuring that minutes are made as a record of the meeting, and reporting each Zone's activities to the Membership as a whole at general meetings.

The Student Activities Zone includes the Societies, Sports, Technical and Communications Officers. The Zone has a responsibility to help societies run, and promote their activities. As Zone Leader, you'll be working with your Zone to help societies promote and advertise themselves, make sure that they run according to the Union's codes of practice, ensure that good records are kept and that the spaces they use are looked after and available for use. You'll be responsible for the running of Freshers Fayre, of the SU Awards campaign and the formation of new or adopted societies.

You'll be the Union's representative at University meetings regarding estates, facilities and finance. You'll be able to actively contribute to these meetings and be an advocate for the Union Membership, raising issues facing students and making their time at University better. You'll also be the Union's representative for the British University and College Sports and London Universities Sports League, and will work with other institutions to improve the availability and quality of competitive sports within our Union and beyond.

Skills and Abilities

As VP, you'll be an approachable and valued part of the Union, who holds the interests of the Union and a belief in both the Union and its membership in high regard. You'll be dedicated to student experience, and will strive to make the environment on campus and the experience of students engaging, fulfilling and positive.

You'll be able to confidently step up to the challenges of the role, and take creative approaches to manage the way the Union provides activities on behalf of students. You'll work closely with many other groups to further the Union, and will be able to balance commitments for all of these. You'll hold the Union in high regard and will be passionate about the hobbies, pursuits, and passions of the student body. You'll want the Union to be an engaging and enjoyable outlet that promotes extracurricular interests. You'll make sure that the Union is a place that students can get the most out of their time at University, not just from the course that they're studying.

You'll work closely with all societies to gather feedback, involve them with the Union, promoting reciprocal relationships and making them feel part of the Union as a whole. You'll help them with promotion and advertising, and make sure that the Union's website, social media and campus advertising represent the benefits and wide range of the activities on offer through the Union.

You'll have a good eye for detail when looking at society finances, and be able to work with budget reports, spreadsheets and financial data to help societies with their running. You'll work alongside the Union financial staff collaboratively, and under their professional guidance, to ensure the Union's financial controls are followed properly. You'll also be a part of reviewing those financial controls, ensuring they work appropriately, and that the Union is responding to its Members' needs.

You'll be able to integrate with the Union team and staff, and work closely with your Zone to ensure the Union offers a great student experience. You'll be able to produce and design advertising materials, deal with daily student enquiries, and motivate those around you to be a part of ensuring Union members have a constantly and consistently engaging and enjoyable time as students.

If this sounds like you, then we look forward to receiving your nominations pack!