



University of Gloucestershire Students' Union

Title: Students' Union Welfare Officer

Responsible to: Board of Trustees and Executive Committee

Purpose: To be responsible for the running of student-led activities and to raise the awareness of student welfare issues through campaigns, ensuring the best support for students

Responsibilities of the Welfare Officer:

To be the first point of call for all Society members and to ensure the appropriate and effective running of Societies.

To assist with the annual RAG committee and other student fundraising initiatives

To act as a representative on equality and diversity issues, student welfare concerns and community relations

To ensure that the University and Union alike provide the advice and services that meets the needs of a diverse range of students

To promote a preventative approach and provide information concerning student welfare with the aim of improving the student experience, including but not limited to student advice, counselling, personal finance, disability, age, sexuality, discrimination, equality and diversity

To liaise and work with the Liberation Experience Officers, representing the student voice on all welfare matters and promote all related campaigns whilst developing ways to make them more effective

To maintain and extend links and associations within the local community involving representing the Union and students on all relevant local groups

Ensure welfare practises are equal, fair and accessible to all members of the student body

Responsibilities of all elected Full-time Officers:

To act as a representative, gauge student opinion, reflect the views of the student population and keep them informed at all times through effective communication channels e.g. campaigns, social media, SU website, face-to-face

To support the student body on matters of welfare and where needed, through academic appeals, academic offences procedures, complaints and SU disciplinary issues

To build a positive relationship and develop social responsibility amongst the student body and local communities

To be representative of the student body on all matters of communication with any affiliated Unions/Organisations and external bodies e.g. NUS, the police, the media

To support the Experience and Liberation Officers in representing their groups and with the delivery of relevant campaigns

To promote and effectively communicate all Union services to ensure a life enhancing experience for all students

To be a member of the Board of Trustees, attending meetings and reporting to its members alongside the other Full-Time Officers

To be ultimately responsible for staff matters and to be a member of the Senior Management Team

To work closely with the Students' Union Chief Executive Officer, staff and other Full-Time Officers to create the SU Annual Report, oversee SU finances/accounts and to achieve the aims set out in the SU Strategic Plan

To attend all relevant committees and meetings

To carry out all tasks in a sustainable manner, where possible

KEY CONTACTS:

- Vice Chancellor and all University Directorate
- SU Board of Trustees members
- SU Executive Committee and Full-Time Officers
- Director of Student Services
- University Student Services Department
- SU Senior Management Team (SMT)
- NUS and other affiliated organisations
- Students, SU and University of

KEY MEETINGS:

- University Equality and Diversity Committee
- SU Executive Committee and student focussed committees
- SU Welfare Committee
- SU Societies, Fundraising and Volunteering Committee
- SU Board of Trustees and SMT
- University Prevent Group
- University Sustainability Group

Gloucestershire staff