

## JOB DESCRIPTION

<b>Post</b>	<b>Activities Officer</b>
<b>Hours</b>	37 per week (fixed term for 1 year)
<b>Responsible to</b>	Board of Trustees



### Role

Brighton Students' Union provides representation, support and services to the 19,000 students studying at the University of Brighton, with a mission of *Making Student Life Better*.

This role is a full time, elected, paid role for 12 months to be one of the lead representatives for all students.

The Activities Officer is responsible for ensuring there are high quality, relevant and engaging extra-curricular activities available for students. They will also take a lead on employability skills and opportunities for our student volunteers, and wider student body through liaison with the University Employability Team. They will also lead on sustainability and ethical campaigns.

In addition to the representation responsibilities, the Activities Officer is also a Director and Trustee of Brighton Students' Union. These responsibilities have a separate agreement.

### Duties

- Represent and promote the views of students in all extra curricular activities in the Union and University.
- Develop and lead the Union's employability priorities and subsequent campaigns using all data and insights available.
- Develop and lead the Union's sustainability and ethical priorities and subsequent campaigns using all data and insights available.
- Work closely with key University departments and staff such as Sport Brighton, Careers and Employability and Sustainability in representing the interests of all students.
- Attend relevant University committee meetings, representing the students, and seeking positive changes where required.
- Actively participate in the organisation, training and support of Society committees and members.

### For All Officers..

- Maintain an up to date understanding of the issues impacting students as students, through regular formal and informal conversations with students and external research.
- Regularly attend all campuses, gaining the widest possible student feedback.

- Organise relevant campaigns and work with other officers and staff to create a calendar of activities for the year.
- Work collaboratively and supportively with the other full-time officers.
- Take a lead representative role for 1 or 2 Schools, as decided at induction training.
- Provide students with regular updates on campaign progress via provided media platforms.
- Work closely with staff colleagues in delivering central Union activities such as Freshers and Union Awards.
- Be the external public spokesperson for matters relating to students' union areas you lead upon and engage the media as needed to ensure the voice of students is heard.
- Produce an effective handover document for the next full-time officer in post.

### **Committees and Meetings**

- Attend committee meetings, internally in the Union and externally on behalf of the Union relating to your areas of responsibility.
- Prepare for and actively attend meetings, briefing colleagues before and afterwards as appropriate.
- Meet regularly with the CEO.

### **General duties for all staff and officers of BSU**

- Conduct yourself in a manner which adheres to the values of BSU at all times, displaying high standards of professionalism and service.
- Adhere to all BSU policies and procedures.
- Fully participate in your induction, personal and team development opportunities.
- Assist in key events and activities throughout the year eg open days, Freshers' week and Elections as required, some of which might fall outside of usual working hours.
- Undertake any other duties as may reasonably be expected given the qualifications and experience required for the role.

### **Location**

The role is primarily based in Moulsecoomb, with regular travel to all University of Brighton sites.

Flexible working arrangements can be discussed with the SU CEO, however there would be a requirement for some in person on campus activities so working entirely remotely would not be possible.

## ACTIVITIES OFFICER ROLE - ADDITIONAL INFORMATION

Being a Sabbatical or Full Time Officer (both terms are used for the same thing) is a fantastic experience for the post holders to make real changes to the student experience, in both the University and Students' Union. It is also a very unique role that is elected by the students, so this additional information is set up to give potential candidates and post holders more information than a standard job description.

### What do you actually do?

The role has many set tasks, but there is also the flexibility to allow you to pursue the issues you have been campaigning on. No two days are the same, but hopefully this gives an idea of what is involved:

**University** – this role works very closely with key people around the University such as Sport Brighton, Careers and Employability and Sustainability Teams. You will meet these people on a regular basis, both individually and as part of larger committees and feed back student views and opinions on services, and how things could be improved for them.

**BSU Strategic** – the Activities Officer also sits as a Trustee and Director of BSU. This is the highest decision making body in BSU and decides what the Union will focus upon. Our current strategy runs from 2023-2026, so the incoming officer team will be involved in the research to inform our next plan.

**BSU Operations** – you will be working every day in the Union, and part of your role will be to make sure that our own services are those that students need. You will therefore be very involved in supporting societies, give it a go activities and our media groups, working closely with the staff to ensure high levels of service and opportunities are available.

In addition, the Union needs your feedback on activities across the organisation. This doesn't mean that you will be running all the services and departments – this is done on your behalf by the staff team – however your feedback will be vital in making sure that we are responding to the ever changing demographic and needs of our members.

**Day to Day** – each day really will be different, this isn't a normal 9-5 job. You might be working in the evenings at student events or on Saturdays supporting University open days. You might be reading papers ahead of a meeting to see what changes are planned, speaking to a group of students with a concern, or attending a catch up with a Head of School or meeting with some course representatives who have an issue. There will also be the usual office admin tasks, such as checking emails.

Whilst this is a busy role, there is plenty of support and experience around you in the staff team and Uni contacts, and will provide amazing opportunities that might not ordinarily be available to a recent graduate or student taking a sabbatical.

### The Ideal Candidate

Full training and support will be provided throughout the term of office so no experience is required, and it does not matter what 'type' of student you are. The ideal candidate will have

a passion for representing student interests, enthusiasm for campaigning to make change and the dedication to be a Trustee of a Charity. These qualities are what will get you elected by the student body and help you succeed in your role.

### Eligibility Criteria

The only real criteria is that you must be a student at University of Brighton at the time of election, and have no disciplinary action that may prevent you from carrying out your role.

Students can take a sabbatical year from their studies to take up this post, so you don't need to be a final year student at the time of election. It is not possible to study full time alongside this post however due to the demands of the role.

Due to the Charity Regulations, each successful candidate will have a DBS check to ensure they meet the requirements of being a Charity Trustee. Please get in touch for more information.

### What can I get out of being a full-time officer?

Being a full-time officer is a fantastic development opportunity. Below are just some of the benefits:

- Earn an annual salary of £25,870.
- 27 days annual leave, plus 4 BSU closure days.
- The opportunity to make a real difference for current and future students.
- Have the once-in-a-lifetime opportunity to run and direct a large organisation with an annual turnover of £3.7 million and a membership of around 19,000 students.
- Improve your employability by learning and developing key skills in areas such as communication, team working, networking, innovation, research and problem solving.
- Develop invaluable life and work skills in areas such as project management, planning and running a campaign, advocacy.
- Network and create contacts with local and national organisations.
- Receive professional delivered training and support throughout your time.
- External coach to add to the existing staff support within the Union.

AND...

- Have an unforgettable, life changing year where every day is different.

Former officers have gone on to work in politics, advocacy, SUs, teaching, health care, running bars, university support, charities etc. The role really does allow you to find out where you are most interested in pursuing a career.

### More Information

For more information, contact one of the current officers or staff members. They would be very happy to speak to you and answer any questions that you may have.