

Community Officer

All SU Officers

SU Officers share the following responsibilities with the independent and co-opted trustees:

- Ensuring the SU has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the SU and for its behaviour
- Ensuring the SU complies with all legal and regulatory requirements
- Acting as guardians of SU assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that the SU's governance is of the highest possible standard ¹

However, the SU Officers, as Trustees elected by the Members of the SU are also charged with ensuring that the views of the student body are researched and represented. All Officers also actively work to promote the values of democracy, diversity and equality of opportunity as well as ethical and environmental values amongst the student population.

Community Officer

This role covers two broad areas. The first, community, includes supporting and representing the student community on issues such as housing, food provision and general wellbeing, as well as students' place in the wider community. Student volunteering also falls under this role due to its close links with the wider community. On the diversity side the role represents the individual needs of the diverse student body, with a particular focus on both postgraduate and international students and other student support groups.

Portfolio responsibilities

Key Accountability	Performance Indicator
<i>General SU Officer Responsibilities</i>	
Ensure that the Membership's views are researched and represented.	High satisfaction levels from membership and low levels of complaints.
Ensure the SU's representational goals are effectively formulated and progressed and that representational	Actions and impacts regularly updated against the plan. High satisfaction levels from membership

¹ The SU's Bye-Law 6, Trustee Roles and Responsibilities

and political issues are regularly reviewed by the SU Officer team	
Ensure efficient and effective communication takes place between SU Officers and all areas of the SU	<p>General awareness of SU activities amongst staff and SU Officers.</p> <p>Positive relationship between SU Officers, staff and the Membership</p>
Ensure that the SU's Values are communicated and promoted throughout the SU and its Membership	<p>Membership and all staff respected and have respect for others.</p> <p>Values of the SU are understood, respected, promoted and are reflected in the behaviour of SU Officers, staff and the Membership</p>
Support effective representation at faculty level through attending meetings for the relevant faculty and liaising with the Education Officer and faculty reps	Awareness of faculty specific issues. Routine attendance at relevant committees (BoS, FLTQC)
Providing individual student support/representation in disciplinary and academic appeal processes, working with the Education and Community Officers as appropriate	Positive feedback from Members
Uphold, develop and maintain Ethical and Environmental standards in the SU	High ethical and environmental standards
Role Specific	
Monitor community, welfare and diversity issues on a local and national scale.	Good knowledge of current issues and trends
Take a lead on developing the relationship with the local community.	Increasingly positive profile in the local media, with local residents associations and with the local authority. Good knowledge of current local issues.
Positively promote the work and objectives of the SU and its Members through attendance at community meetings,	Positive profile in local media
Represent students' welfare and the specific requirements of various cohorts through attending appropriate welfare or diversity related University meetings (e.g. Equalities & Diversity Committee and Network etc)	<p>High attendance levels</p> <p>Awareness of relevant issues with ability to comment and campaign when required</p>

Lead on providing support/representation for students in disciplinary procedures. Undertake individual casework with regards to welfare issues	Positive feedback from students Stays well informed of both sides, students are informed of the consequences, all hearings attended are fair
Co-ordination of welfare awareness campaigns that are relevant to the Membership	Good uptake and reception of campaigns from the Membership with high levels of involvement
Lead in representing international students working with the ISA Executive. With the ISA, work collaboratively with the Postgraduate officer to represent international postgraduate students effectively.	High levels of international student involvement Awareness of current issues with ability to comment and campaign when required
Lead in supporting student groups in order to develop non-traditional participation and representation	Student groups well represented within BUSU and on University committees. Awareness of current issues with ability to comment and campaign when required
Work with the Student Development Manager (Volunteering) to support the Volunteering groups and Volunteer rep in ensuring the development of their area.	High levels of participation. Area development plans completed in April/May.
Work with the Advice & Community Manager to support the Diversity & Support Executive committee in ensuring the development of their area.	High levels of participation. Area development plans completed in April/May.
Support Diversity & Support groups and Volunteer groups encourage them to develop themselves	Ensure Diversity & Support groups and Volunteer groups update their area development plans annually – in April/May
Seek advice from the Postgraduate Officer to develop postgraduate specific opportunities and ensure Postgraduates are easily able to join and participate in student groups and activities.	High levels of postgraduate student involvement and satisfaction
Work with the Activities Officer to ensure effective collaboration between Volunteering and the ISA and the Activities area.	High international student participation. Regular collaboration between groups within both areas on events and projects.
Work with the Advice & Community Manager and the Student Development Manager (Volunteering) to support volunteers in welfare, diversity, support and volunteering activities	Committed, motivated volunteers with high involvement levels



	<p>Effective Volunteer recognition and accreditation programmes. High attendance at Volunteer training</p>
<p>Work with the Education Officer and Advice & Community Manager to oversee the development of the Academic and Advice services</p>	<p>Academic and Advice services strategy regularly reviewed and updated twice a year – once in August/September and again in February/March</p>