

Role Description for Communities Officer

Job Title	Communities Officer
Location	University of Leicester Students' Union, LE1 7RH
Salary	£24.450
Reports To	Trustee Board
Role Purpose	<ul style="list-style-type: none">• To support and enhance student group activities and engagement, promoting social bridging and bonding among students.• Ensure the interests of various student communities are represented, focussing on inclusivity and accessibility, whilst coordinating events and campaigns related to liberation issues.• Serve as the primary representative on widening participation and outreach work.• To actively support student volunteering, fundraising and other community projects on campus.

Welcome to the Executive Team within the Students' Union!

The Students' Union is an empowering, innovative and inclusive student-led Union; championing your interests and providing a community that is home away from home.

Students decide who will run and lead the Union so elections provide the chance to be part of something big, have some fun, and shape the Students' Union.

Main Duties and Responsibilities

- **Societies and Sports Council:** Attends Societies and Sports Councils meetings to represent and support the interests of student communities.
- **Community Building:** to
 - Support and enhances student group activities and engagement, promoting social bridging and bonding among students.
 - To actively support student volunteering, fundraising, and other community projects on campus.
- **Liberation Advocacy:** Ensures the interests of various student communities are represented, focussing on inclusivity and accessibility.
- **Event Coordination:** Coordinates events and campaigns related to liberation issues, working closely with liberation part-time officers.
- **Employability:** To conduct employability-related campaigns and representation activities to develop the transferable skills of students and to improve employability provisions on campus
- **Widening Participation Advocacy:** Serves as the primary representative on widening participation and outreach work within the University.
- **Student Engagement:** Enhances the quality of the student experience by supporting the work of various student groups and promoting engagement across diverse student populations.

- **Collaboration with Part-Time Officers:** Works with the Societies Officer, Sports Officer, Arts Officer, Women's Officer, LGBT+ Officer, Trans and Non-Binary Officer, Accessibility Officer and Ethnic Equity Officer to support their roles and objectives.
- **Attend the Liberation Council:** Helps to convene the Liberation Council, coordinating efforts to promote diversity, inclusion, and equality within the student community.
- **Policy and Campaign Progression:** Liaises with appropriate University staff to ensure Union policy and campaigns other than academic interest are progressed effectively, advocating for student interests at all levels of decision-making.

General

- All Executive Officers have a responsibility to ensure under-represented groups are represented in each of their assigned remits, as well as within the University community, ensuring their student experience is exceptional and advocating any issues that may be important to that group:
- Oversee and develop the Union's representational and democratic structures and systems to ensure as wide as possible student involvement.
- Monitor and propose the provision of equal opportunities to students, promote and campaign for equal opportunities within the Union and the wider community.

Representation

- To be representatives of student views to the University and to external bodies.
- To regularly talk and listen to the entire membership of the Union.
- To complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- To maintain and promote Union policies.
- To monitor key issues and problems affecting the student population and ensure the Union is acting on these.
- To ensure that the Union enhances the student experience and effects real change in students' lives via effective representation and campaigning.

Trustee

- To act as Trustees of the Union, ensuring that all of its services are relevant with positive effects on students.
- To abide by the Trustees' Code of Conduct.
- To abide by the laws of the United Kingdom and by the Union's Constitution.
- To promote the purpose, vision, aims, and objectives of the Union.
- To actively commit to reducing the environmental impact of the Union, whilst highlighting the best ethical practice.
- To carry out all duties with due regard to Health and Safety, Customer Care, and Equal Opportunities Policies.
- To be Directors of the Union and other appropriate subsidiary companies (where eligible in company law), having legal responsibility for its services.