

Role Description for Societies Officer

Job Title	Societies Officer
Location	University of Leicester Students' Union, LE1 7RH
Salary	£12 an hour plus Holiday Pay – 7 hours a week for up to 35 weeks of the Academic Year
Role Purpose	<ul style="list-style-type: none">• To represent students for all student group-related activities at the University of Leicester and where relevant to external bodies.• To support and develop student groups, helping them achieve their full potential, and improving student engagement.• To chair and lead the Societies Council

Welcome to 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

- To represent students for all student group-related activities at the University of Leicester and where relevant to external bodies.
- To support and develop student groups, enhancing the quality of their experience, helping them achieve their full potential, and improving student engagement for all students.
- To work to ensure barriers to participation in Student Groups are addressed, and that the University of Leicester and the Union offer an inclusive and accessible environment.
- To act as co-host of relevant Awards events.
- To chair and lead the Societies Council.

General

All Part Time-Officers will: -

- Be a representative of student views to the University and to external bodies.
- Support the Union on priority campaigns.
- Regularly talk and listen to the specific demographics of membership of the Leicester Students' Union.
- Complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- Work in collaboration as appropriate with the Executive and other Part-Time Officers.
- Maintain and promote Union policies.
- Attend relevant Council meetings and regular Part-Time Officer Team meetings.