

Role Description for Women's Officer

Job Title	Women's 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">• Be a Liberation Officer of the Leicester Students' Union and represent the needs and opinions of students who identify as a woman to the Executive and to the University where necessary.• Run appropriate campaigns and events specific to students who identify as women.

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

- Be a Liberation Officer of the Leicester Students' Union and represent the needs and opinions of Women students to the Executive and to the University where necessary.
- Be the key point of contact for Women within the Union and provide them with information, advice, and referrals where necessary.
- Scrutinise both the Union's and the University's equal opportunities policies to ensure they protect the rights of, and promote the involvement of women, ensuring that the equal opportunities policy is properly implemented at all times.
- Work with the Executive in producing materials and resources to inform and educate all students about the nature of discrimination against Women.
- Work with relevant external organisations such as NUS, trade unions, and relevant women's organisations.
- Be a delegate for relevant NUS Events.
- Run appropriate campaigns specific to Women students.
- Coordinate with the University where applicable.
- Hold regular forums, online and/or offline, to gather the opinions of Women students.
- To sit on the Liberation 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.