



**BUCKS
STUDENTS'
UNION**

Making life better
for students at Bucks

DEMOCRACY GUIDE



October 2024

INTRODUCTION

Dear Members,

Understanding the democratic structures in any organisation and how you can access them to influence decision making can be both confusing and complex. Anyone who has tried to understand local council elections, lobbying their MP or how parliament works would probably say the same about civil society. We think that Students' Unions can be just as confusing. Because our Union is run by students, for students, we need you to understand how our student representative system works, how you can become a student leader, raise an important issue or start your own campaign.

In order to help with that we have produced this short and simple guide to the key features of our Union democracy. This should help you to identify them, understand them and hopefully use and get involved with them.

It covers everything from Elected Officers to Trustees, to our campaigns process and we hope you find it useful.

Amy Pile

Students' Union President 2024-25

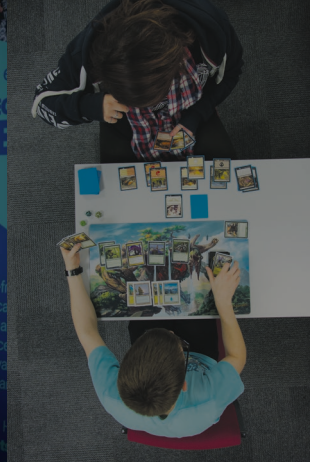
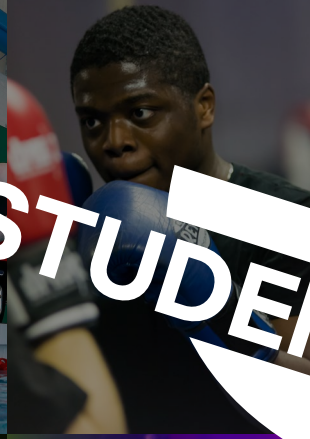


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TOP
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STUDENTS' UNION
IN THE UK



GOVERNANCE

The Union's governance framework is set out in the Constitution and Bye Laws, Committee Handbook and Terms of Reference. All of which are available, together with our committee structure, in the 'Your Union' section of the website.

The Union's principal committee is the Trustee Board, chaired by the President, which has ultimate responsibility for the strategic direction and financial stability of the Union (page 8).

A wide range of committees report into the Board including a series of consultative student meetings, the most senior of which is Union Council (page 12). An executive branch of committees, led by the Elected Officers (page 6), also report to Board and include the Union's Strategy and Planning Committee which oversees operational delivery of Union strategy.

ELECTED OFFICERS

Here at BNU we have four elected officer positions. The President, Vice President Education and Welfare (High Wycombe), Vice President Education and Welfare (Uxbridge and Aylesbury) and Vice President Achievement and Belonging are full-time and form our elected officer team helping to deliver the best student experience possible, something we are so passionate about. All of these roles offer an individual the opportunity to direct the work of the Students' Union during their time in office, meaning you can make the changes you want to see.

The President is the principal officer of the Union, Chair of the Trustee Board and a member of University Council. They are responsible for setting the political direction of the Union and communicating with all stakeholders. The President is the primary representative of all students at BNU on issues within the University, the local community and on the national stage. They also have responsibility for engaging with the national student movement and developments within the broader Higher Education sector whilst enabling others to do so as well in order to strengthen the Union's sphere of influence.

The Vice Presidents Education and Welfare (VPEW) are responsible for improving and enhancing the educational experience and welfare of all students at BNU. They are the principal course representative and assume political responsibility for the Union's input into the University's system of student representation. The VPEWs also hold the University accountable for its promises and for the delivery of education, sits on the Union's Trustee Board and is part of the Executive Team. Finally, they work in conjunction with the Advice Centre and lead on welfare campaigns.

The Vice President Achievement and Belonging (VPAB) is responsible for improving the co-curricular experience of all students at BNU. This can be done through sports teams, societies, volunteering, charitable fundraising or the many other opportunities that are on offer within the Students' Union. The VPAB holds political responsibility for the development and delivery of all student activities run by the Union and for increasing overall participation and maximising its diversity in all areas of the Union's work. The VPAB is also a trustee of the Union and part of the Executive Team.

See **Appendix A** for the Elected Officer opportunity profiles.



STUDENT TRUSTEES

The position of Student Trustee of Bucks Students' Union is a unique opportunity to be part of the team driving the strategic direction of the Union.

As a registered charity aiming to improve the experience of students at Buckinghamshire New University, the Trustee Board has final sign off on the Union's biggest plans. Working alongside Officer Trustees and Lay Trustees you will ensure that the charity meets its objectives and continues to operate in the best interests of its members.

As a Student Trustee at BNU you will have the opportunity for involvement in some of the Union's other major committees. You will be responsible for communicating with key stakeholders and using this to help set the strategic direction of the Union.

Student Trustees also receive reports from officers and staff regarding the operations and progress of the Union as well as receiving reports based on the local and national student movement and the future direction of Higher Education.

The Student Trustee roles are part-time volunteers who fulfil the roles alongside their studies. If elected as a Student Trustee, an individual will remain in post for two years, or until the completion of their studies, whichever is sooner. Students may only stand if they are studying at BNU the following academic year. Elections are usually held at the beginning of March each year.

See **Appendix B** for the Student Trustee opportunity profile.

STUDENT VOICE OFFICER

To ensure the Students' Union is representing all members to the best of our ability, Student Voice Officers are appointed to represent students from groups with shared interests, experiences, or backgrounds. These officers play a crucial role in ensuring the Students' Union is diverse, inclusive, and community driven.

Student Voice Officers work alongside our full-time elected officers and staff to ensure the Union meets its objectives and continues to operate in the best interests of its members. Students from all backgrounds including a range of ethnicities, ages, genders, levels and modes of study, and academic schools are encouraged to apply.

Student Voice Officers plan and lead campaigns to enhance the student experience, especially for the groups they represent. They participate in Union and University committees, communicate with key stakeholders, and give feedback on reports regarding Union operations. Additionally, they promote and support Students' Union events, ensuring a high-quality experience for all members.

See **Appendix C** for the Student Voice Officer opportunity profile.

STUDENT REPS

Student reps are the leading voice for their class and peers within the University here at BNU. Almost 250 reps are elected by their peers to represent them during the course of an academic year. They have the ability to initiate change, improve communication between staff and students, and enhance their course for future years.

They are vital in collecting essential feedback that can then be utilised by the Students' Union as well as the University. Student reps are central to our representation agenda and as part of their role, work closely with the Students' Union team to create a worthwhile educational experience for all.

Taking on the role of student rep is a fantastic way to build your CV and boost your employability prospects. Not only this, we also have a fantastic accreditation like scheme that helps to track all of the work you complete throughout the course of a year and gives you the recognition you deserve.

Becoming a rep at BNU couldn't be simpler. Just pop to see one of the Representation Team at the Students' Union offices to declare your interest or email surepresentation@bnu.ac.uk and they'll talk you through all of the necessary steps.

See **Appendix D** for the Student Rep opportunity profile.

AMBASSADORS

Our ambassador roles foster personal growth by providing opportunities for self-discovery, leadership development, and the cultivation of essential transferable skills such as communication, problem-solving, and time management. Additionally, these roles enhance employability by showcasing qualities such as initiative, adaptability, and a commitment to social responsibility, qualities highly sought after by employers in today's competitive job market.

Student Ambassadors take part in fundraising, volunteering, and sustainability efforts, all of which contribute to the holistic development for students and the improvement of society. Through their dedication and passion for positive change, Student Ambassadors show the transformative power of student leadership, leaving a positive mark on their campuses and communities alike.

Sport for Fun Ambassador

This role will give you the responsibility for supporting and developing the recreational side of sport, by getting students involved and enriching the lives of students who feel competitive sport is not for them.

RAG (Raise & Give)

RAG Ambassadors lead fundraising campaigns that are aimed at supporting diverse campus initiatives. By tapping into their networks and leveraging their persuasive skills, RAG Ambassadors not only secure financial resources but also cultivate a culture of philanthropy among their peers. Through these endeavours, RAG Ambassadors learn valuable skills in resource management, teamwork, and the impact of collective action.

Green Ambassador

Green Ambassadors lead sustainability initiatives on campus, advocating for eco-friendly practices, promoting recycling programs, and organising awareness campaigns on climate change mitigation. They not only contribute to a more environmentally friendly campus but also inspire their peers to adopt environmentally responsible behaviours.

Food Sustainability Ambassador

The Food Sustainability Ambassador is a new role within the team. Introduced in 2023-24, the Food Sustainability Ambassador will support One Can Trust, in building relationships with local food banks setting up volunteering events to support the food banks in the area and signposting students as needed.

Volunteer Ambassador

Volunteering lies at the heart of the Student Ambassador experience. Our Volunteer Ambassadors are dedicated individuals who devote countless hours to community service projects, ranging from local outreach programs to global humanitarian efforts. By volunteering their time and talents, Student Ambassadors foster meaningful connections with their communities while addressing pressing social needs.

See **Appendix E** for the Ambassador opportunity profiles.

UNION COUNCIL

Union Council is the highest form of representation at the Students' Union and is our senior representative body. The Council meets on a monthly basis during term time and was formed to represent the voice of the students. The Council is a platform that informs students about the changes to policies within the Union, and the opportunity to vote on University-wide issues and directs our lobbying approach.

Union Council is led by a student Chair, elected by the members of Union Council on an annual basis. However, all students are welcome to speak at the Council to raise any relevant issues.

The Elected Officers also give a monthly update on what they've been doing and their plans for the upcoming month so students can scrutinise them and hold them to account.

Union Council is open to all of our members. For more information about Union Council and how you can get involved, please speak to any member of the elected officer team or email [**surepresentation@bnu.ac.uk**](mailto:surepresentation@bnu.ac.uk).

See **Appendix F** for the Union Council Chair opportunity profile.

AU COUNCIL

Bucks AU Council is the part of Bucks Students' Union that is responsible for the administration and coordination of all organised student sports teams and clubs at Buckinghamshire New University. All competitive sports are affiliated to the AU Council catering for diverse interests and abilities. A full list of affiliated clubs and teams can be found at **bucksstudentsunion.org/sport**.

AU Council is the forum in which all our clubs can plan and develop as a collective for the year ahead. It acts as a consultation group in which issues affecting our clubs and teams can be raised and dealt with accordingly. It is compulsory for Chairpersons and Captains to attend AU Council but open to any committee members who want to join. The AU Council also offers the opportunity to share issues that may have arisen within a club/team either with individuals, teams or the club as a whole.

One of the many benefits that comes about from the AU Council, is the opportunity for chairs from a variety of different backgrounds to network and collaborate on a range of different projects such as club fundraisers, charity initiatives and sharing good practices on club development.

All clubs/teams are obliged to attend every AU Council meeting. In the absence of the Chair, a committee representative must attend in their place, ideally the secretary.

See **Appendix G** for the AU Council Chair opportunity profile.

SOCIETIES COUNCIL

Bucks Societies Council is part of Bucks Students' Union that is responsible for the administration and coordination of all organised student societies at Buckinghamshire New University. A wide range of societies are affiliated to the Societies Council catering for diverse interests and abilities. A full list of affiliated societies can be found at bucksstudentsunion.org/activities/socs/

Societies Council is student-led and at committee training in September, a student will be elected to become Societies Council Chair. Their role is to gather feedback from the group, assist the Activities Coordinator (Recreational Sport and Societies) in the creation of an agenda and also chair the meeting.

Societies Council meets once a month to discuss any issues you may face as a society. It also provides an opportunity for societies to advertise any events they have coming up and to discuss collaborations with other societies on various projects.

All Societies are obliged to attend every Societies Council meeting. In the absence of the Chairperson, a committee representative must attend in their place, ideally, the Secretary.

See **Appendix H** for the Societies Council Chair opportunity profile.

CAMPAIGNS

Campaigning is a crucial part of our work here at BNU and we campaign on both local and national issues that have an impact on our members. Examples include the Period Poverty campaign which provided free period products in all bathrooms across High Wycombe, Uxbridge and Aylesbury campuses, Home Away From Home which encourages students to discover supportive communities at BNU, and the removal of plastic straws from the Union's bar and outlets. During your time at University, your four elected officers are also responsible for tackling any issues that affect your student experience.

Campaigning provides students with a platform to ensure their voices are heard. Whilst studying at BNU, you've got the opportunity to have a really positive impact on the student experience. So whether it's campaigning to remove hidden course costs, raising awareness of men's mental health or looking to increase participation in female sport, we'll support you with campaign training, resources and regular support to ensure you have the most success and bring about the changes you want to see on campus.

If you are interested in running a campaign, event or activity to support students at BNU you can complete our form here bucksstudentsunion.org/yourvoice/campaigns/campaigning-a-z/ and someone from the Students' Union will be in touch to support you with your idea. Once a form has been submitted, this will be raised at the Union's Strategy and Planning committee following a prima facie review by the Representation Team.

If you have an idea but would like to discuss it with a member of the Students' Union team before completing the form, please contact one of our four elected officers, visit the Students' Union offices or email surepresentation@bnu.ac.uk.

HAPPY
MONDAY

APPELING FOR CHANGE
FAIRTRADE.ORG.UK

APPELING FOR CHANGE
FAIRTRADE.ORG.UK

SMILE

#BucksGood

Start your
day with a
SMILE

SMILE





Vote here for:

vote now!

- Students' Union President
- Vice President Education and Welfare
- Vice President Student Involvement

You will need your NUS 161 2011 ID Card in order to vote

elections X



VOTING AT BNU

Here at BNU, we use two voting systems; Alternative Vote (AV) AND Single Transferable Voting (STV).

With the AV system, the voter puts a number by each candidate, with one for their favourite, two for their second favourite and so on. Voters can put numbers on as many or as few as they wish.

A candidate will be elected if more than half the voters put them down as their favourite. If nobody gets half, the numbers provide instructions for where you want your vote to go if your favourite candidate cannot win. The candidate who came last is eliminated and the counters look at these instructions to move the votes of the people who voted for them to their second favourite candidate. This process continues until one candidate has half of the votes and is elected.

AV is used in elections that have one post available e.g. Elected Officer election.

With AV voting and voting in Referenda, we adopt a hybrid voting system here at BNU in order to make voting as easy as possible. This means you can vote either in person via a ballot paper at a ballot box dotted around our campuses between fixed times or 24/7 online at **bucksstudentsunion.org/elections** during the elections period. Do remember that you can only vote once

Sources: **electoral-reform.org.uk/alternative-vote**
youtu.be/3Y3jE3B8HsE

Using the STV system, voter's number a list of candidates in order of preference at the time in which they vote. Their favourite as number one, their second favourite as number two, and so on. Voters can put a number next to as many or as few candidates as they like. The numbers tell the people counting to move your vote if your favourite candidate has enough votes already or stands no chance of winning.

To get elected, a candidate needs a set amount of votes, known as the quota. The people counting the votes work out the quota based on the number of vacancies and the number of votes cast.

Each voter has one vote. Once the counting has finished, any candidate who has more numbers ones than the quota wins a post. But, rather than ignore extra votes a candidate got after the amount they need to win, these votes move to each voter's second favourite candidate.

If no one reaches the quota, then the people counting the vote remove the least popular candidate. People who voted for them have their votes moved to their second favourite candidate. This process continues until every position has been filled.

The STV System is used in elections that have more than one post available e.g. Student Trustees.

Sources: **electoral-reform.org.uk/single-transferable-vote**
youtu.be/I8XOZJkozfl

REFERENDA

Just like parliamentary referenda such as Brexit, the Students' Union occasionally carries out referenda on key issues, most recently the addition of a fourth Officer Trustee.

Referenda are one of the most important ways students can direct decisions of the Students' Union. A referendum may be called in one of two ways:

- 1) A resolution of the Trustees
- 2) A secure petition signed by at least 200 members

Students can also ask the Trustee Board to consider whether a decision should be sent to a referendum.

The Students' Union will give at least 15 working days notification of a referendum. Notification will be given on the Students' Union website and highlighted to members by email and shall include:

- The subject and exact motion of Referenda
- Information on how to lodge objections with the Returning Officer
- Information on how to vote (eg. links to online voting and the times at which the poll is open)
- Publicity shall be distributed to all campuses of the University and online no later than seven working days before the poll.

From here, the Union organises the referendum centrally and will call at least one open debate in which there will be two coordinating committees:

- One for the motion
- One against the motion

Between the official notification of a Referendum and voting, both parties may debate the arguments for and against to be put to referendum, in order to inform the Union membership of the issues involved. Both sides shall, at the start of the meeting, be entitled to speak for an allotted time. All questions must be addressed to both sides of the debate.

All referenda shall be conducted by open cross campus ballot manner approved by the electoral reform society. The question shall be determined by the means of a Yes/No vote. Only full members of Bucks Students' Union may be eligible to vote. A copy of a manifesto for each Referendum Coordinating Committee shall be made available online.

All resolutions may only be passed by referendum if at least 5% of the membership cast a vote in the Referendum. If the resolution is to make an amendment to the Constitution a 66% majority is required to be successful. All other resolutions require a simple majority to succeed.

The count shall occur as soon as is practicable after the close of the poll, normally on the Friday after the close of the poll, unless Elections Planning Committee should find a reason to delay the count. The result of the poll shall be published, regardless of the turnout, as soon as is reasonably practicable after the result is declared. A motion shall fail in a Referendum in the event of a tie.

More information about Referenda at Bucks Students' Union can be found at:

bucksstudentsunion.org/referenda

APPENDICES

APPENDIX A



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

| | |
|-------------------------|---|
| Role | Union President |
| Department | Trustee Board |
| Reports to | The membership of Bucks Students' Union, Union Council and the Trustee Board of Bucks Students' Union |
| Important dates | <p>Handover period Elections Period: Mid February (campaigning) – Early March (voting) Training days as required</p> <p>A comprehensive and extended programme of induction and ongoing training and development tailored to the individual.</p> |
| Opportunity | <p>The position of President of Bucks Students' Union is a unique opportunity to be the central point of the Union's Leadership Team. It offers the right individual the opportunity to shape and influence the academic and social life for students at Buckinghamshire New University in pursuit of the Union's mission to 'Make Life Better for Students at Bucks'.</p> <p>As President you will be the principle representative of students at the University and the Chair of a Trustee Board of a charity whose role is to improve the education of students at Buckinghamshire New University. You will have the opportunity for considerable networking both within the University and outside, particularly with other professionals and representatives in the student movement.</p> <p>Method of appointment: This position is elected by the students of Buckinghamshire New University.</p> |
| Responsibilities | <ul style="list-style-type: none"> • Be the principle officer of the Union and member of University Council • Be responsible for setting the direction of the Union and communication with all stakeholders • To be a primary representative of all students at BNU on issues within the University, the local community, and the national stage • Have responsibility for engaging with the national student movement and the future direction of Higher Education and enabling others to do so as well, to strengthen the Union's sphere of influence • Be responsible for commercial oversight of the Union's trading and licensed operations • Engage with students over issues impacting their student experience, working to resolve these with the University where possible • Direct and oversee the Union's lobbying work to secure meaningful and positive change for students • Chair a range of Union committees including Trustee Board and Strategy and Planning • Hold the University accountable for its promises and delivery of the student experience |

| | |
|------------------------------------|---|
| | <ul style="list-style-type: none"> • Be a trustee of the Union and a part of the Executive Team • Participate in enhancing the welfare of all students at BNU |
| <p>Standards required</p> | <ul style="list-style-type: none"> • The post holder will be a current student or current Elected Officer • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| <p>Person specification</p> | <ul style="list-style-type: none"> • General knowledge of students at BNU • Effective communication skills • Ability to work as part of a team • Basic digital skills • Ability to work in a democratic student environment and adopt the values of BSU |
| <p>Time commitment</p> | <p>Full time position paid for 37 hours per week. Considerable evening and weekend working is involved for which no overtime is paid. Normal working hours are 9am – 5pm Mon - Fri.</p> <p>Flexible: There is considerable flexibility excepting the schedule of regular meetings referred to below.</p> <p>Fixed: The role involves participation in many meetings which operate on a fixed calendar and of variable frequency</p> |
| <p>Committees Attended</p> | <p>Union Committees</p> <ul style="list-style-type: none"> • Union Council • Trustee Board (Chair) • Strategy and Planning (Chair) • Finance & Staffing (Chair) • Governance Committee • Student Activities Committee • Representation Management Committee • Feedback Oversight Group • Student Voice Officer Committee • Environmental, Sustainability and Fairtrade Committee • Society Funding Committee <p>University Committees</p> <ul style="list-style-type: none"> • Senate • Council • University Management Group • Programme Committee Meetings • Student Experience Committee • University Course Validation and Amendment Panels • Periodic Reviews • Governance Committee • Misconduct Panels • Civic Engagement Committee |

| | |
|---|---|
| | <ul style="list-style-type: none"> • Health and Safety Committee • Student Experience Forum <p>External Meetings</p> <ul style="list-style-type: none"> • South East Conference • NUS Lead and Change Conference |
| <p>Skills gained</p> | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • written communication • teamwork • organisational skills • verbal communication • time management • marketing • delegation • financial management • citizenship • decision making • IT • community awareness • problem solving • leadership • cultural awareness • numeracy • networking • creativity • environmental awareness • project management • learn a new skill • Other (as specified below): <p>You will become a fully trained and experienced charity trustee. As there is a national shortage of young experienced trustees, when you leave you may be able to use your skills to get high-quality voluntary experience as a trustee in many fields and industries to support your career aspirations. You will also have the opportunity to sit on different interview panels for University and Union staff.</p> |
| <p>Benefits</p> | <ul style="list-style-type: none"> • Salaried position £25,948 p.a • Holiday entitlement of 30 days plus bank holidays and the Christmas closure period • Stakeholder pension is available • Considerable opportunities for on the job training and development • Excellent career experience • Free under 25's railcard • Free Totum card • Out of pocket expenses paid • An opportunity to work within a dynamic, student led organisation making a real difference for students at BNU • Working in a vibrant, fun and exciting environment |
| <p>For more information, contact</p> | <p>Matthew Kitching Deputy CEO matthew.kitching@bnu.ac.uk 01494 601 600</p> <p>Lucy Ryan Student Experience Manager lucy.ryan@bnu.ac.uk 01494 601 600</p> |



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

| | |
|-------------------------|---|
| Role | Vice President Achievement and Belonging (VPAB) |
| Department | Trustee Board |
| Reports to | The membership of Bucks Students' Union, Union Council and the Trustee Board of Bucks Students' Union |
| Important dates | <p>Handover period Elections Period: Mid February (campaigning) – Early March (voting) Training days as required</p> <p>A comprehensive and extended programme of induction and ongoing training and development tailored to the individual.</p> |
| Opportunity | <p>The position of Vice President Achievement & Belonging of Bucks Students' Union is a unique opportunity to be part of the Union's Leadership Team. It offers the right individual the opportunity to shape and influence the academic and co-curricular life of students at Buckinghamshire New University in pursuit of the Union's mission to 'Make Life Better for Students at Bucks'. Which will involve working directly with recreational and competitive sports clubs, societies, and other student-led communities and projects to better the student experience and nurture a sense of belonging, alongside working on committees and initiatives to further this goal.</p> <p>As Vice President Achievement & Belonging, you will be a representative of students at the University, particularly concerning the Equality Diversity and Inclusion work of the Students' Union, the Sustainability and Green Initiatives, and the Growth and Development of student-led communities. As Vice President Achievement & Belonging you will also be a member of the Board of Trustees of a charity whose role is to improve the education of students at Buckinghamshire New University. You will have the opportunity for considerable networking both within the University and outside, particularly with other professionals and representatives in the student movement</p> <p>Method of appointment: This position is elected by the students of Buckinghamshire New University</p> |
| Responsibilities | <ul style="list-style-type: none"> • Be responsible for improving and developing the co-curricular experience of all students at BNU • Be responsible for the Equality, Diversity and Inclusion work of the Students' Union • Be responsible for sustainability and green initiatives produced by the Students' Union • Be responsible for increasing and developing our portfolio of opportunities and growing participation across the breadth of the Students' Union's offer, including Personal Development, Leadership and Employability • Be a trustee of the Union and a part of the Executive Team |

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|------------------------------------|--|
| | <ul style="list-style-type: none"> • Be a primary representative of all students at BNU on issues within the University, the local community and the national stage • Participate in enhancing the welfare of all students at BNU • Hold the University accountable for its promises and delivery of the student experience |
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| | |
|---|---|
| | <ul style="list-style-type: none"> • University Course Validation and Amendment Panels • Periodic Reviews <p>External Meetings</p> <ul style="list-style-type: none"> • South East Conference • NUS Lead and Change Conference • BUCS South East Regional Meetings |
| <p>Skills gained</p> | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • written communication • teamwork • organisational skills • verbal communication • time management • marketing • delegation • financial management • citizenship • decision making • IT • community awareness • problem solving • leadership • cultural awareness • numeracy • networking • creativity • environmental awareness • project management • learn a new skill • Other (as specified below): <p>You will become a fully trained and experienced charity trustee. As there is a national shortage of young experienced trustees, when you leave you may be able to use your skills to get high-quality voluntary experience as a trustee in many fields and industries to support your career aspirations. You will also have the opportunity to sit on different interview panels for University and Union staff.</p> |
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| Department | Trustee Board |
| Reports to | The membership of Bucks Students' Union, Union Council and the Trustee Board of Bucks Students' Union |
| Important dates | <p>Handover period Elections Period: Mid February (campaigning) – Early March (voting) Training days as required</p> <p>A comprehensive and extended programme of induction and ongoing training and development tailored to the individual.</p> |
| Opportunity | <p>The position of Vice President Education & Welfare of Bucks Students' Union is a unique opportunity to be part of the Union's Leadership Team. It offers the right individual the opportunity to shape and influence the academic and social life for students at Buckinghamshire New University in pursuit of the Union's mission to 'Make Life Better for Students at Bucks'.</p> <p>As Vice President Education & Welfare you will be a representative of students at the University particularly with regards to student education and welfare, as well as a member of the Board of the Trustees of a Charity whose role is to improve the education of students at Buckinghamshire New University.</p> <p>You will have the opportunity for considerable networking both within the University and outside, particularly with other professionals and representatives in the student movement</p> <p>Method of appointment: This position is elected by the students of Buckinghamshire New University</p> |
| Responsibilities | <ul style="list-style-type: none"> • Be responsible for improving the educational experience of all students at BNU • Lead on enhancing the welfare of all students at BNU • Be the course representative and assume responsibility for the Union's input into the University's system of student representation • Hold the University accountable for its promises and delivery of the student experience • Be a trustee of the Union and a part of the Executive Team • Work with the Advice Centre on welfare campaigns and other campaigns with Union staff • Be a primary representative of all students at BNU on issues within the University, the local community and the national stage • Principle representative for the Union's Mental Health Framework |

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| <p>Standards required</p> | <ul style="list-style-type: none"> • The post holder will be a current student or current Elected Officer • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| <p>Person specification</p> | <ul style="list-style-type: none"> • General knowledge of students at BNU • Effective communication skills • Ability to work as part of a team • Basic digital skills • Ability to work in a democratic student environment and adopt the values of BSU |
| <p>Time commitment</p> | <p>Full time position paid for 37 hours per week. Considerable evening and weekend working is involved for which no overtime is paid. Normal working hours are 9am – 5pm Mon - Fri.</p> <p>Flexible: There is considerable flexibility excepting the schedule of regular meetings referred to below.</p> <p>Fixed: The role involves participation in many meetings which operate on a fixed calendar and of variable frequency</p> |
| <p>Committees Attended</p> | <p>Union Committees</p> <ul style="list-style-type: none"> • Union Council • Trustee Board • Strategy and Planning • Finance & Staffing • Governance Committee • Representation Management Committee (Chair) • Education Forum (Chair) • Feedback Oversight Group (Chair) • Advice and Welfare Committee • Student Voice Officer Committee • Societies Funding Committee <p>University Committees</p> <ul style="list-style-type: none"> • Senate • Learning and Teaching Committee • Student Experience Committee • Academic Planning Committee • Quality Assurance Committee • Student Experience Forum • Mitigating Circumstances Panels • Academic Appeals Panels • Academic Integrity Panels • Programme Committee Meetings • Misconduct Panels • University Course Validation and Amendment Panels • Periodic Reviews |

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| | <p>External Meetings</p> <ul style="list-style-type: none"> • South East Conference • NUS Lead and Change Conference |
| <p>Skills gained</p> | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • written communication • teamwork • organisational skills • verbal communication • time management • marketing • delegation • financial management • citizenship • decision making • IT • community awareness • problem solving • leadership • cultural awareness • numeracy • networking • creativity • environmental awareness • project management • learn a new skill • Other (as specified below): <p>You will become a fully trained and experienced charity trustee. As there is a national shortage of young experienced trustees, when you leave you may be able to use your skills to get high-quality voluntary experience as a trustee in many fields and industries to support your career aspirations. You will also have the opportunity to sit on different interview panels for University and Union staff.</p> |
| <p>Benefits</p> | <ul style="list-style-type: none"> • Salaried position £25,948 p.a • Holiday entitlement of 30 days plus bank holidays and the Christmas closure period • Stakeholder pension is available • Considerable opportunities for on the job training and development • Excellent career experience • Free under 25's railcard • Free Totum card • Out of pocket expenses paid • An opportunity to work within a dynamic, student led organisation making a real difference for students at BNU • Working in a vibrant, fun and exciting environment |
| <p>For more information, contact</p> | <p>Matthew Kitching Deputy CEO matthew.kitching@bnu.ac.uk 01494 601 600</p> <p>Lucy Ryan Student Experience Manager lucy.ryan@bnu.ac.uk 01494 601 600</p> |



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

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| Role | Vice President Education and Welfare (Uxbridge and Aylesbury) (VPEW UXB/AYLS) |
| Department | Trustee Board |
| Reports to | The membership of Bucks Students' Union, Union Council and the Trustee Board of Bucks Students' Union |
| Important dates | <p>Handover period Elections Period: Mid February (campaigning) – Early March (voting) Training days as required</p> <p>A comprehensive and extended programme of induction and ongoing training and development tailored to the individual.</p> |
| Opportunity | <p>The position of Vice President Education & Welfare of Bucks Students' Union is a unique opportunity to be part of the Union's Leadership Team. It offers the right individual the opportunity to shape and influence the academic and social life for students at Buckinghamshire New University in pursuit of the Union's mission to 'Make Life Better for Students at Bucks'.</p> <p>As Vice President Education & Welfare you will be a representative of students at the University particularly with regards to student education and welfare, as well as a member of the Board of the Trustees of a Charity whose role is to improve the education of students at Buckinghamshire New University.</p> <p>You will have the opportunity for considerable networking both within the University and outside, particularly with other professionals and representatives in the student movement</p> <p>Method of appointment: This position is elected by the students of Buckinghamshire New University</p> |
| Responsibilities | <ul style="list-style-type: none"> • Be responsible for improving the educational experience of all students at BNU • Lead on enhancing the welfare of all students at BNU • Be the course representative and assume responsibility for the Union's input into the University's system of student representation • Hold the University accountable for its promises and delivery of the student experience • Be a trustee of the Union and a part of the Executive Team • Work with the Advice Centre on welfare campaigns and other campaigns with Union staff • Be a primary representative of all students at BNU on issues within the University, the local community and the national stage • Principle representative for the Union's Mental Health Framework |

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| <p>Standards required</p> | <ul style="list-style-type: none"> • The post holder will be a current student or current Elected Officer • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| <p>Person specification</p> | <ul style="list-style-type: none"> • General knowledge of students at BNU • Effective communication skills • Ability to work as part of a team • Basic digital skills • Ability to work in a democratic student environment and adopt the values of BSU |
| <p>Time commitment</p> | <p>Full time position paid for 37 hours per week. Considerable evening and weekend working is involved for which no overtime is paid. Normal working hours are 9am – 5pm Mon - Fri.</p> <p>Flexible: There is considerable flexibility excepting the schedule of regular meetings referred to below.</p> <p>Fixed: The role involves participation in many meetings which operate on a fixed calendar and of variable frequency</p> |
| <p>Committees Attended</p> | <p>Union Committees</p> <ul style="list-style-type: none"> • Union Council • Trustee Board • Strategy and Planning • Finance & Staffing • Governance Committee • Representation Management Committee (Chair) • Education Forum (Chair) • Feedback Oversight Group (Chair) • Advice and Welfare Committee • Student Voice Officer Committee • Societies Funding Committee <p>University Committees</p> <ul style="list-style-type: none"> • Senate • Learning and Teaching Committee • Student Experience Committee • Academic Planning Committee • Quality Assurance Committee • Student Experience Forum • Institute of Health and Social Care Board • Mitigating Circumstances Panels • Academic Appeals Panels • Academic Integrity Panels • Programme Committee Meetings • Misconduct Panels • University Course Validation and Amendment Panels • Periodic Reviews |

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| | <p>External Meetings</p> <ul style="list-style-type: none"> • South East Conference • NUS Lead and Change Conference |
| <p>Skills gained</p> | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • written communication • teamwork • organisational skills • verbal communication • time management • marketing • delegation • financial management • citizenship • decision making • IT • community awareness • problem solving • leadership • cultural awareness • numeracy • networking • creativity • environmental awareness • project management • learn a new skill • Other (as specified below): <p>You will become a fully trained and experienced charity trustee. As there is a national shortage of young experienced trustees, when you leave you may be able to use your skills to get high-quality voluntary experience as a trustee in many fields and industries to support your career aspirations. You will also have the opportunity to sit on different interview panels for University and Union staff.</p> |
| <p>Benefits</p> | <ul style="list-style-type: none"> • Salaried position £25,948 p.a • Holiday entitlement of 30 days plus bank holidays and the Christmas closure period • Stakeholder pension is available • Considerable opportunities for on the job training and development • Excellent career experience • Free under 25's railcard • Free Totum card • Out of pocket expenses paid • An opportunity to work within a dynamic, student led organisation making a real difference for students at BNU • Working in a vibrant, fun and exciting environment |
| <p>For more information, contact</p> | <p>Matthew Kitching Deputy CEO matthew.kitching@bnu.ac.uk 01494 601 600</p> <p>Lucy Ryan Student Experience Manager lucy.ryan@bnu.ac.uk 01494 601 600</p> |

APPENDIX B



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

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| Role | Student Trustee |
| Department | Trustee Board |
| Reports to | Trustee Board of Bucks Students' Union |
| Locations | Bucks Students' Union Offices including the Uxbridge and Aylesbury Campuses |
| Important dates | Trustee Board Union Committees <ul style="list-style-type: none"> • Finance and Staffing • Strategy and Planning • Governance Committee • Sabbatical Officer Remuneration Disciplinary panels as required |
| Opportunity | <p>The position of Student Trustee of Bucks Students' Union is a unique opportunity to be part of the team driving the strategic direction of the Union.</p> <p>As a registered charity aiming to improve the education of students at Buckinghamshire New University, the Trustee Board has final sign-off on the Union's biggest plans. Working alongside Officer Trustees and External Trustees you will ensure that the charity with a turnover of over £2.5 million a year meets its objectives and continues to operate in the best interests of its members.</p> <p>You will have the opportunity to network within the Union as well as with other professionals and representatives in the not-for-profit sector</p> |
| Responsibilities | <ul style="list-style-type: none"> • Be a Trustee of Bucks Students' Union and sit on the Trustee Board • Have optional involvement in other committees (e.g., Finance & Staffing, Governance) • Be responsible for setting the strategic direction of the Union and communicating with key stakeholders • Receive reports from officers and staff regarding the operations and progress of the union • Receive reports based on the local and national student movement and the future direction of Higher Education |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |

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| Person specification | <ul style="list-style-type: none"> • Commitment to Bucks Students' Union and its values • Ability to dedicate the necessary time and effort • Responsiveness on email to approve policies and confirm meeting requests • Act with discretion and tact • Logical and pragmatic thinking • Ability to work effectively as a member of a team • Good judgement and willingness to speak up |
| Time commitment | <p>Trustee Board meetings take place a minimum of 4 times per academic year. Most meetings will be held in the evenings. Some extra time for correspondence between meetings may be required.</p> |
| Skills gained | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • teamwork • organisational skills • verbal communication • delegation • financial management • citizenship • decision making • community awareness • problem-solving • leadership • cultural awareness • networking • environmental awareness • learn a new skill |
| Benefits | <ul style="list-style-type: none"> • Considerable opportunities for networking • Excellent career experience • Reasonable expenses paid • An opportunity to work within a dynamic student-led organisation, making a real difference for students at BNU • Working in a vibrant fun and exciting environment • Opportunity to represent the Students' Union at external events and social, celebratory occasions • Invitation to the Union Awards ceremony |
| For more information, contact | <p>Matthew Kitching Deputy CEO matthew.kitching@bnu.ac.uk 01494 601 600</p> |

APPENDIX C



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

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| Role | Student Voice Officer |
| Department | Representation |
| Reports to | The Representation Team |
| Important dates | Student Leader training: Wednesday 25 and Thursday 26 September Union meetings as required |
| Opportunity | <p>Student Voice Officer is a unique opportunity to be part of the team driving the direction of the Union, ensuring students are firmly at the centre of Bucks Students' Union's, planning, development, and implementation of our strategic aims.</p> <p>You will work alongside the other Student Voice Officers, our full-time elected officers and staff to ensure the charity meets its objectives and continues to operate in the best interests of its members</p> <p>As a Student Voice Officer, you will represent students from groups with shared interests, experiences, or backgrounds to make the Students' Union more diverse and inclusive and build community.</p> <p>We are particularly looking for students from all backgrounds including a range of ethnicity, age, gender, level and mode of study, and academic schools.</p> |
| Responsibilities | <ul style="list-style-type: none"> • Plan, create and lead campaigns related to the student experience, particularly for any groups they represent • Involvement in Union and University committees to further your input within the organisation and represent BNU students • Communicate with key stakeholders • Scrutinise reports from officers and staff regarding the operation and progress of the Union • Promote and support Students' Union events and activities, delivering a high-quality experience for our members |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| Person specification | <ul style="list-style-type: none"> • General knowledge of students at BNU • Effective communication skills • Ability to work as part of a team • Basic digital skills • Ability to work in a democratic student environment and adopt the values of BSU |

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| Time commitment | Time commitment will vary, estimated up to 50 hours across the academic year |
| Skills gained | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • written communication • teamwork • organisational skills • verbal communication • time management • marketing • citizenship • decision making • community awareness • problem-solving • leadership • cultural awareness • networking • creativity • project management • learn a new skill |
| Benefits | <ul style="list-style-type: none"> • Paid an hourly rate of £13.46 (inc. holiday allowance) • Excellent career experience (e.g., committee experience, leadership, networking, time management) • Considerable opportunities for networking, training, and personal development • An opportunity to work within a dynamic student-led organisation, making a real difference for students at BNU • Working in a vibrant fun and exciting environment • Scope to gain experience in people and project management • Partake in policy-making within the Students' Union • Branded Bucks Students' Union hoodie • Invite to attend Union Awards |
| For more information, contact | <p>Lucy Ryan Student Experience Manager lucy.ryan@bnu.ac.uk 01494 601 600</p> |

APPENDIX D



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

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| Role | Student Rep |
| Department | Representation |
| Reports to | Vice Presidents Education and Welfare and the Representation Team |
| Locations | Most meetings will be held online or on campus, depending on your timeline. |
| Important dates | <ul style="list-style-type: none"> • Student Rep Training • Coffee Session (Standard Pathway reps only) • Your Voice Feedback Collection period x 2 • Programme Committee Meeting period x 2 |
| Opportunity | <p>There are two types of student reps at BNU. You will be informed what pathway you are on after being elected to the role:</p> <ul style="list-style-type: none"> • Standard Pathway Student Reps cover most courses at BNU and have an additional responsibility of two coffee sessions with their Course Leader. • Condensed Pathway Student Reps are typically students from part-time, distance learning, or placement-based courses. <p>As a student rep, you will have the chance to represent the students in your class to academics within your department, providing a credible voice. You will be the principal representative for any class- related issues of your peers, gathering, and reporting this feedback to those who lead your course and influence the academic life of students at Buckinghamshire New University.</p> <p>Student reps have two main responsibilities: the first is to collect feedback from students, regarding topics affecting their student experience, and to alert University staff of the issues students are facing. Equally as important, reps work across courses and schools to communicate best practices to each other.</p> <p>Reps also attend several meetings with University and Union staff throughout the year, communicating their findings with staff and playing a key role in finding solutions to problems within their cohort and the wider community. You will also be expected to give regular feedback to your School Officer and pote</p> |
| Responsibilities | <p>Core Responsibilities:</p> <ul style="list-style-type: none"> • Attend the required introductory rep training session • Attend two coffee sessions with your course leader (Standard Pathway Student Reps only) • Regularly give and gather feedback from students on your course • Present collective feedback to departmental staff in Programme Committee Meetings (PCMs) • Attend Rep Conference • Complete an end-of-year rep survey <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • Provide online feedback to the Students' Union |

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| | <ul style="list-style-type: none"> • Keep up to date with monthly student rep e-newsletters Student Opportunity Profile • Achieve bronze, silver, gold, or platinum in the Rep Recognition Scheme • Communicate regularly (both online and face-to-face) with the students you represent <p>Specific terms and initiatives will be explained during training but for a conversation before nominating please get in touch using the details below.</p> <p>Completion of all required responsibilities will reward you with £100.</p> |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student in the relevant course and year of study that they are applying for • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| Person specification | <ul style="list-style-type: none"> • General knowledge of your course • Effective communication skills • Ability to work as part of a team • Basic digital skills • Ability to work in a democratic student environment and adopt the values of BSU |
| Time commitment | <p>Fixed: Two PCMs per academic year (scheduled by your university department). One, two-hour training session per academic year. Approximately 8 hours per academic term.</p> <p>Flexible: The time that you spend gathering feedback from your peers and collating and submitting feedback ahead of meetings can be fitted in around other commitments.</p> |
| Skills gained | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • written communication • teamwork • organisational skills • verbal communication • time management • decision making • problem-solving • leadership • networking • creativity • learn a new skill |
| Benefits | <ul style="list-style-type: none"> • A reward of up to £100 depending on completion of key aspects of the role • Excellent career experience (e.g., committee experience, leadership, networking, and time management) • Student rep lanyard • Opportunity to be invited to Union Awards after achieving platinum student rep status |
| For more information, contact | <p>Lucy Ryan Student Experience Manager lucy.ryan@bnu.ac.uk 01494 601 600</p> |

APPENDIX E



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

| | |
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| Role | Sport for Fun Ambassador (12 positions available) |
| Department | Student Activities |
| Reports to | Activities Coordinator (Recreational Sport and Societies) |
| Locations | Bucks Students' Union Offices including the Uxbridge and Aylesbury Campuses |
| Important dates | Training Session at the start of year 2 Meetings per year arranged by you with Activities Coordinator Every Sport for Fun session for required sport |
| Opportunity | <p>Responsible for supporting and developing the recreational offer within a specific sport, one of your key responsibilities as an ambassador will be the retention and growth of new participants in that activity.</p> <p>Working closely with the University club and helping to strengthen the relationship with our community club partner to ensure we are providing a strong recreational sporting offer, you would be expected to be passionate about your sport and driven to help provide suitable sporting opportunities for all students at Buckinghamshire New University.</p> <p>Sport for Fun Ambassadors opportunities are available in the following sports. Please make sure you state clearly in your application form, which sport ambassador role you are applying for: Badminton, Basketball, Boxing, Climbing, Cricket, Cycling, Football, Netball, Snowsports, Swimming, Table Tennis & Volleyball.</p> |
| Responsibilities | <ul style="list-style-type: none"> • To promote your recreational sport to students across the University. • To recruit and retain new student players for the recreational sporting activity. • To keep accurate records of all participants attending the sessions. • Be the face of your sport and the first point of contact for students. • To gather termly feedback from students and coaches. • Assist in the organisation of termly tournaments/fixtures. • Sign-post volunteers and players to local clubs. • Attend one-to-one meetings. • Expected to attend all relevant training and information briefings. • To contribute to the aims of the Union supporting other staff and departments, working on cross departmental projects and from time to time helping out where required to ensure the Students' Union fulfils its mission. • To take a full and active part in the Union's environmental initiatives with particular regard to taking personal responsibility for recycling and energy conservation. • To portray the Students' Union in a positive, proactive and professional manner. • To abide by Students' Union policies and procedures at all times. • To respect the democratic structure of the Students' Union. The post holder will be expected to work closely with the elected Officers of the Students' Union. |

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| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| Person specification | <ul style="list-style-type: none"> • Interest in chosen sport • Commitment to Bucks Students' Union and its values • Ability to dedicate the necessary time and effort • Responsiveness on email to approve policies and confirm meeting requests • Act with discretion and tact • Logical and pragmatic thinking • Ability to work effectively as a member of a team |
| Time commitment | <p>Approximately 2 hours per week</p> <p>Fixed:</p> <ul style="list-style-type: none"> • 2 x 30 minute catch up meetings • Duration of your sessions throughout the year • Training at the beginning of the year |
| Skills gained | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • Written communication • Teamwork • Organisational skills • Verbal communication • Time management • Marketing • Delegation • Citizenship • Decision making • IT • Problem solving • Leadership • Cultural awareness • Physical fitness • Networking • Creativity |
| Benefits | <ul style="list-style-type: none"> • CV enhancement • Hands on experience of working with your peers • Enhancement of like skills • Experience of working in a democratic environment • Time management • People management • New friendship groups outside of just your course and house mates • Bespoke package of Continued Personal Development (e.g. funding towards a coaching qualifications) • Branded kit provided by Bucks Students' Union • Ambassador of the Year award – nominees will receive an invitation to the Union Awards ceremony |
| For more information, contact | <ul style="list-style-type: none"> • SU Sport sport@bnu.ac.uk 01494 601 600 |



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

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|-----------------------------|---|
| Role | RAG |
| Department | Student Activities |
| Reports to | Activities Coordinator |
| Locations | Bucks Students' Union Offices including the Uxbridge and Aylesbury Campuses |
| Important dates | 2 RAG weeks a year |
| Opportunity | <p>As RAG Ambassador you are responsible for liaising with charities and organisations, volunteers and the Students' Union with the main aim of raising money for the chosen RAG Charities.</p> <p>The RAG Ambassador is required to:</p> |
| Responsibilities | <ul style="list-style-type: none"> • Liaise with the chosen RAG charity , volunteers and the Activities Coordinator (Volunteering and Charity Fundraising) • Recruit members • Advertise and attend fundraising events • You have responsibility for fundraising and RAG successes with support from the Fundraising coordinator • Encourage members of the University to partake in charitable activities • Come up with fundraising ideas and execute the "event" |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| Person specification | <ul style="list-style-type: none"> • Commitment to Bucks Students' Union and its values • Ability to dedicate the necessary time and effort • Responsiveness on email to approve policies and confirm meeting requests • Act with discretion and tact • Logical and pragmatic thinking • Ability to work effectively as a member of a team • Good judgement and willingness to speak up |

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| Time commitment | Approximately 2 hours a month |
| Skills gained | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • Written communication • Teamwork • Organisational skills • Verbal communication • Time management • Marketing • Delegation • Citizenship • Decision making • IT • Problem solving • Leadership • Cultural awareness • Physical fitness • Networking • Creativity |
| Benefits | <ul style="list-style-type: none"> • CV enhancement • Hours can be accredited to volunteering • Hands on experience of working with your peers • Enhancement of like skills • Experience of working in a democratic environment • Time management • People management • Experience of sitting on committees • Experience in conducting meetings • New friendship groups outside of just your course and house mates • Being part of the largest collective group of students in the Students' Union • Invitation to the Union Awards ceremony |
| For more information, contact | <p>SU Volunteering and Fundraising volunteering@bnu.ac.uk 01494 601 600</p> |



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

| | |
|-----------------------------|---|
| Role | Green |
| Department | Student Activities |
| Reports to | Activities Coordinator |
| Locations | Bucks Students' Union Offices including the Uxbridge and Aylesbury Campuses |
| Opportunity | <p>As Green Ambassador you are required to liaise the Students' Union and represent the interests of sustainability around campus and look towards developing further plans on green issues at Bucks.</p> <p>The RAG Ambassador is required to:</p> |
| Responsibilities | <ul style="list-style-type: none"> • Liaise with the chosen RAG charity , volunteers and the Activities Coordinator (Volunteering and Charity Fundraising) • Recruit members • Advertise and attend fundraising events • You have responsibility for fundraising and RAG successes with support from the Fundraising coordinator • Encourage members of the University to partake in charitable activities • Come up with fundraising ideas and execute the "event" |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| Person specification | <ul style="list-style-type: none"> • Commitment to Bucks Students' Union and its values • Ability to dedicate the necessary time and effort • Responsiveness on email to approve policies and confirm meeting requests • Act with discretion and tact • Logical and pragmatic thinking • Ability to work effectively as a member of a team • Good judgement and willingness to speak up |

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| Time commitment | 2 hours per week |
| Skills gained | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • Written communication • Teamwork • Organisational skills • Verbal communication • Time management • Marketing • Delegation • Citizenship • Decision making • IT • Problem solving • Leadership • Cultural awareness • Physical fitness • Networking • Creativity |
| Benefits | <ul style="list-style-type: none"> • CV enhancement • Hours can be accredited to volunteering • Hands on experience of working with your peers • Enhancement of like skills • Experience of working in a democratic environment • Time management • People management • Experience of sitting on committees • Experience in conducting meetings • New friendship groups outside of just your course and house mates • Being part of the largest collective group of students in the Students' Union • Invitation to the Union Awards ceremony |
| For more information, contact | <p>SU Volunteering and Fundraising volunteering@bnu.ac.uk 01494 601 600</p> |



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

| | |
|-----------------------------|---|
| Role | Food Sustainability |
| Department | Student Activities |
| Reports to | Activities Coordinator |
| Locations | Bucks Students' Union Offices including the Uxbridge and Aylesbury Campuses |
| Opportunity | As a Food Sustainability Ambassador, you will be responsible for the organisation, recruitment, development, and management of the organised projects, with the opportunity to run your own events as well as be an ambassador for the Students' Union. |
| Responsibilities | <ul style="list-style-type: none"> • Liaise with external food banks and charities • Recruit members • Represent the interest of the student body in any meetings • Responsible for campaigns and projects, liaising with the Students' Union and Sabbatical Officers on food equality • Have responsibility for promoting the different food banks and projects • Encourage members of the University to partake in charitable activities • Explore different ideas regarding food sustainability to help the Union make life better for students' at BNU |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| Person specification | <ul style="list-style-type: none"> • Commitment to Bucks Students' Union and its values • Ability to dedicate the necessary time and effort • Responsiveness on email to approve policies and confirm meeting requests • Act with discretion and tact • Logical and pragmatic thinking • Ability to work effectively as a member of a team • Good judgement and willingness to speak up |

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| Time commitment | 2 hours per week |
| Skills gained | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • Written communication • Teamwork • Organisational skills • Verbal communication • Time management • Marketing • Delegation • Citizenship • Decision making • IT • Problem solving • Leadership • Cultural awareness • Physical fitness • Networking • Creativity |
| Benefits | <ul style="list-style-type: none"> • CV enhancement • Hours can be accredited to volunteering • Hands on experience of working with your peers • Enhancement of like skills • Experience of working in a democratic environment • Time management • People management • Experience of sitting on committees • Experience in conducting meetings • New friendship groups outside of just your course and house mates • Being part of the largest collective group of students in the Students' Union • Invitation to the Union Awards ceremony |
| For more information, contact | <p>SU Volunteering and Fundraising volunteering@bnu.ac.uk 01494 601 600</p> |

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

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|-----------------------------|---|
| Role | Volunteer |
| Department | Student Activities |
| Reports to | Activities Coordinator |
| Locations | Bucks Students' Union Offices including the Uxbridge and Aylesbury Campuses |
| Opportunity | As ambassador you will be responsible for organising activities, promoting volunteering, and getting students to log their volunteer hours |
| Responsibilities | <ul style="list-style-type: none"> • Organisation of volunteering opportunities within the University • Organisation of Student Volunteer Week • Running the activities and keeping registers • Advertising opportunities within the community and internally • Assisting with Logging volunteer hours • Promotion of Benefits • Gaining Feedback |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| Person specification | <ul style="list-style-type: none"> • Commitment to Bucks Students' Union and its values • Ability to dedicate the necessary time and effort • Responsiveness on email to approve policies and confirm meeting requests • Act with discretion and tact • Logical and pragmatic thinking • Ability to work effectively as a member of a team • Good judgement and willingness to speak up |
| Time commitment | Approximately 6 hours per week |

Skills gained

Participating in this opportunity will enable you to develop and practice the following skills:

- Written communication
- Teamwork
- Organisational skills
- Verbal communication
- Time management
- Marketing
- Delegation
- Citizenship
- Decision making
- IT
- Problem solving
- Leadership
- Cultural awareness
- Physical fitness
- Networking
- Creativity

Benefits

- CV enhancement
- Hours can be accredited to volunteering
- Hands on experience of working with your peers
- Enhancement of like skills
- Experience of working in a democratic environment
- Time management
- People management
- Experience of sitting on committees
- Experience in conducting meetings
- New friendship groups outside of just your course and house mates
- Being part of the largest collective group of students in the Students' Union
- Invitation to the Union Awards ceremony

For more information, contact

SU Volunteering and Fundraising

volunteering@bnu.ac.uk | 01494 601 600

APPENDIX F



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

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|-----------------------------|---|
| Role | Union Council Chair |
| Department | Representation |
| Reports to | The Representation Team |
| Locations | Most meetings will be held online or on campus |
| Important dates | Union Council meeting dates Union Council planning (pre-meet) dates |
| Opportunity | <p>As Chair, you will be responsible for the running of the council and ensuring that all members have the chance to raise and discuss any ideas or issues within the meeting.</p> <p>You shall lead the Council and prepare for the meetings with members of the Students' Union Staff in advance. You will ensure that meetings are organised, promoted, and conducted in a proper manner and that all points of discussion are decided upon and distributed in plenty of time before the meeting</p> |
| Responsibilities | <ul style="list-style-type: none"> • Liaise with the Representation Team and Elected Officers ahead of each Union Council. • Represent the interests of all members of Union Council and attend all relevant meetings. • Decide the agenda with the Representation Team and Elected Officers for each meeting, ensuring meetings are structured and to the point • Chair meetings and ensure that all items on the agenda are discussed fully, as well as any other important issues raised by the members • Ensure all members are represented fairly at Council meetings • Liaise with the members of the Council |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |
| Person specification | <ul style="list-style-type: none"> • General knowledge of the Students' Union • Effective communication skills • Ability to work as part of a team • Basic digital skills • Ability to work in a democratic student environment and adopt the values of BSU |

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| <p>Time commitment</p> | <p>Approximately 4 hours a month</p> <ul style="list-style-type: none"> • Attend Union Council meetings throughout the year (each meeting approx. 2 hours) • Meet with the Representation Team and Elected Officers to decide the agenda ahead of each meeting • Liaise with committee members to raise any agenda points |
| <p>Skills gained</p> | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • written communication • teamwork • organisational skills • verbal communication • time management • marketing • delegation • citizenship • decision making • IT • problem-solving • leadership • cultural awareness • networking • creativity |
| <p>Benefits</p> | <ul style="list-style-type: none"> • CV enhancement • Accredited volunteering hours • Hands-on experience working with your peers • Experience of working in a democratic environment • Time management • People management • Experience of sitting on committees • Experience in conducting meetings • Being part of the largest collective group of students in the Students' Union |
| <p>For more information, contact</p> | <p>Lucy Ryan Student Experience Manager lucy.ryan@bnu.ac.uk 01494 601 600</p> |

APPENDIX G

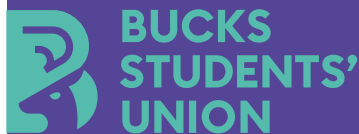


BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

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|---------------------------|---|
| Role | Athletic Union Chair |
| Department | Student Activities |
| Reports to | Athletic Union Council and Activities Coordinator |
| Locations | Bucks Students' Union Offices, set rooms for AU council. |
| Important dates | <ul style="list-style-type: none"> • 24/10/24, 21/11/2024, 23/01/25, 13/02/25, 22/05/25(?) |
| Opportunity | <p>As Chair you will be responsible for the running of the council and ensuring that all committee members have the chance to raise and discuss any ideas or issues within the meeting.</p> <p>As Chair, you shall lead the Council and prepare for the meetings with members of the Students Union Staff in advance. You will ensure that meetings are organised, promoted and conducted in a proper manner and that all points of discussion are decided upon and distributed in plenty of time before the meeting. A short verbal update will be given by you at Union Council.</p> |
| Responsibilities | <ul style="list-style-type: none"> • The Chair is responsible for liaising with the Athletic Union Council, the Student Activities Manager, Activities Coordinator (competitive sport) and the Vice President of Achievement and Belonging. The chair is required to represent the interests of all members of the Athletic Union Council and attend all relevant meetings. The Chair is also required to give a short verbal update at each Union Council. • To decide the agenda with all sports clubs, the Student Activities Manager, Activities Coordinator (competitive sport) and the Vice President of Achievement and Belonging for each meeting, ensuring meetings are structured and to the point • To chair meetings and ensure that all items on the agenda are discussed fully, as well as any other important issues raised by the members • To ensure all sports clubs are represented fairly at Council meetings • To give a short verbal report at Union Council • To regularly attend Union Council • Liaise with the committee members |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |

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| Person specification | <ul style="list-style-type: none"> • Commitment to Bucks Students' Union and its values • Ability to dedicate the necessary time and effort • Responsiveness on email to approve policies and confirm meeting requests • Act with discretion and tact • Logical and pragmatic thinking • Ability to work effectively as a member of a team |
| Time commitment | <p>4 hours a month</p> <ul style="list-style-type: none"> • Attend Athletic Union Council meetings throughout the year 2 hours at least once a month • Meet with the Student Activities Team to decide agenda once a month • Liaise with committee members to raise any agenda points |
| Skills gained | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • Written communication • Teamwork • Organisational skills • Verbal communication • Time management • Marketing • Delegation • Citizenship • Decision making • IT • Problem solving • Leadership • Cultural awareness • Physical fitness • Networking • creativity |
| Benefits | <ul style="list-style-type: none"> • CV enhancement • Hours can be accredited to volunteering • Hands on experience of working with your peers • Enhancement of like skills • Experience of working in a democratic environment • Time management • People management • Experience of sitting on committees • Experience in conducting meetings • New friendship groups outside of just your course and house mates • Being part of the largest collective group of students in the Students' Union |
| For more information, contact | <p>SU Sports sports@bnu.ac.uk 01494 601 600</p> |

APPENDIX H



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

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|---------------------------|---|
| Role | Societies Council Chair |
| Department | Student Activities |
| Reports to | Societies Council and Activities Coordinator |
| Locations | Bucks Students' Union Offices including the Uxbridge and Aylesbury Campuses |
| Important dates | Societies Councils every month |
| Opportunity | <p>As Chair you will be responsible for the running of the council and ensuring that all committee members have the chance to raise and discuss any ideas or issues within the meeting.</p> <p>As Chair, you shall lead the Council and prepare for the meetings with members of the Students Union Staff in advance. You will ensure that meetings are organised, promoted and conducted in a proper manner and that all points of discussion are decided upon and distributed in plenty of time before the meeting.</p> <p>A short verbal updated will be given by you at Union Council.</p> |
| Responsibilities | <ul style="list-style-type: none"> • To decide the agenda with all societies, the Student Activities Manager, Activities Coordinator (Recreational Sport and Societies) and the Vice President of Achievement and Belonging for each meeting, ensuring meetings are structured and to the point • To chair meetings and ensure that all items on the agenda are discussed fully, as well as any other important issues raised by the members • To ensure all societies are represented fairly at Council meetings • To give a short verbal report at Union Council • To regularly attend Union Council • Liaise with the committee members • To attend Societies Funding Committee twice per year • To present gold accredited societies at the annual Union Awards |
| Standards required | <ul style="list-style-type: none"> • The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality <p>The post holder will be aware and respectful of equal opportunities and sensitive to diversity.</p> |

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| Person specification | <ul style="list-style-type: none"> • Commitment to Bucks Students' Union and its values • Ability to dedicate the necessary time and effort • Responsiveness on email to approve policies and confirm meeting requests • Act with discretion and tact • Logical and pragmatic thinking • Ability to work effectively as a member of a team • Good judgement and willingness to speak up |
| Time commitment | <p>Approximately 3 hours a month</p> <p>Fixed:</p> <ul style="list-style-type: none"> • Attend Societies Council meetings throughout the year 2 hours at least once a month • Meet with the Student Activities Team to decide agenda once a month • Liaise with committee members to raise any agenda points |
| Skills gained | <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • Written communication • Teamwork • Organisational skills • Verbal communication • Time management • Marketing • Delegation • Citizenship • Decision making • IT • Problem solving • Leadership • Cultural awareness • Physical fitness • Networking • creativity |
| Benefits | <ul style="list-style-type: none"> • CV enhancement • Hours can be accredited to volunteering • Hands on experience of working with your peers • Enhancement of like skills • Experience of working in a democratic environment • Time management • People management • Experience of sitting on committees • Experience in conducting meetings • New friendship groups outside of just your course and house mates • Being part of the largest collective group of students in the Students' Union • Invitation to the Union Awards ceremony |
| For more information, contact | <p>SU Societies susocieties@bnu.ac.uk 01494 601 600</p> |

