

VOTE



Walsall College

ELECTION
Job Descriptions

studentsunion@walsallcollege.ac.uk / 01922 688672 / Room C035

Students' Union Job Descriptions

Vice President Higher Education

BE THE VOICE OF HE STUDENTS ACROSS COLLEGE

- Be responsible for dealing with higher education students' concerns, aspirations and problems in relation to their courses
- Liaise with the Student Governor of the Colleges Corporation Board on any matters arising which relate to Higher Education in the College
- Establish and maintain regular contact with the Course Representatives of HE courses at the college.
- Provide a regular forum/group for HE students to meet and organise social and educational meetings for HE students
- This is a non-sabbatical (i.e. not paid) position
- Attend relevant committee meetings as required e.g. Student Voice and HE Management Board

Students' Union Job Descriptions

Vice President (Green Lane Campus)

BE THE VOICE OF GREEN LANE STUDENTS

Must be studying at Green Lane Campus at the time of elections

- Ensure Green Lane students are represented and considered on all matters concerning the Union
- Encourage Green Lane students to fully participate in union and college activities
- Work with the SU Team to support all activities and events organized.
- Promote SU Elections at the Green Lane Campus.
- Promote the positive involvement of Green Lane students in all areas of the student union's activities
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

Vice President Equality & Diversity

TO ENSURE ALL STUDENTS ARE EQUALLY REPRESENTED AT WALSALL COLLEGE.

- Work with the SU Liberation Teams to organise and run a variety of E&D campaigns/activities.
- Work with Liberation Student Officers to support the establishment of regular forums/groups where LGBT, Disabled, BME, Mature, International, and Women students can meet.
- Where appropriate liaise with the VP Ents, Liberation and Representation Officers in putting on social events or activities for certain groups e.g. Mature students night or LGBT event.
- Attend college Equality & Diversity committee meetings
- Liaise with the NUS Liberation Teams on Campaigns and activities.
- Ensure that Students' Union is represented at all NUS Liberation Campaign Conferences.
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

Vice President Entertainments & Events

ORGANISE TRIPS, PARTIES AND CLUBS

- Consult with the student membership to find out what activities students are interested in.
- Organise and publicise a variety of events and other social activities to reflect the interests of all sections of the student body at Walsall College
- Actively promote organised events and seek to involve as many students as possible.
- Establish and promote Students' Union clubs and societies.
- Liaise with Community Development Officer to ensure clubs and societies take part in the wider community.
- Ensure Students' Union resources are allocated fairly to clubs and societies.
- Liaise with FE Sports Co-ordinator to organise and promote sporting activities for students.
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

Vice President Campaigns, Health & Welfare

- Consult with the student membership to find out what issues students are dealing with.
- Co-ordinate and oversee campaigns initiated by Students' Union along with Students' Union campaign team.
- Provide support for any student to run their own campaigns.
- Liaise with NUS Campaigns Team on national campaigns and activities.
- Help Establish and promote the Anti-Bully team, the RESPECT team and any safeguarding issues.
- Meet with college quality team for the purposes of monitoring and review of the learner respect agreement, complaints and disciplinary procedures
- Deal with, but not counsel, students who have welfare problems. When necessary, refer students to the college counsellors or other relevant organisations
- Raise awareness of welfare issues, e.g. debt, safe sex, drug/ alcohol abuse, etc. Distribute general welfare information regularly to students
- Consult College Student Services regularly to find out what problems students are having in college and take account of these when campaign planning
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

Vice President Marketing & Communications

BE THE VOICE OF THE STUDENTS' UNION

- Organise and promote volunteer Marketing Team
- Lead Students' Union Marketing Team with design and distribution of information and literature such as flyers or posters.
- Lead on promoting the Students' Union and ensuring a Students' Union presence at all college events.
- Organise Students' Union newsletter and have Marketing Team promote and distribute it.
- Liaise with College Marketing Dept. about Students' Union news and events.
- Keep Students' Union website updated regularly with latest news and events.
- Establish and maintain contact with other student media in other students' unions across the country and locally based media organisations
- Assist other Students' Union Exec. members with marketing and promotion of their activities and campaigns
- Promote NUS Extra Card across all campuses throughout the year.
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

Women's Officer

BE THE VOICE OF FEMALE STUDENTS ACROSS COLLEGE

You must self-define as a women in order to stand for this post.

You will work with the VP Equality & Diversity to:

- Ensure that women's' views and opinions are reflected throughout the whole of the union's work
- Provide a regular forum/group for women to meet and organise social and educational meetings for women only
- Organise training events for women
- Establish, and maintain, contact with and provide information from groups and organisations which work on women's issues
- Promote the positive involvement of women in all areas of the student union's activities
- Represent the views of women students to the union and the college
- Attend NUS Womens Conference and training workshops.
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

BME Officer

***BE THE VOICE OF BLACK, ASIAN & MINORITY STUDENTS AT
THE COLLEGE***

You must self-define as BME in order to stand for this post.

You will work with the VP Equality & Diversity to:

- Ensure that the views and opinions of all sections of the diverse community of Walsall College are reflected throughout the whole of the Students' Union's work, with particular focus on BME.
- Provide a BME student's perspective on all matters concerning the union and the college, and a regular forum/group for women to meet
- Establish, and maintain, contact with and provide information from groups and organisations which work on BME issues
- Promote the positive involvement of BME Students in all areas of the student union's activities
- Represent the views of BME students to the union and the college
- Attend NUS Black Students' conferences and training workshops.
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

LGBT Officer

BE THE VOICE OF LESBIAN, GAY, BISEXUAL & TRANS STUDENTS

You must self-define as LGBT to stand for this post.

You will work with the VP Equality & Diversity to:

- Ensure that LGBT students' views and opinions are reflected throughout the whole of the union's work
- Provide an LGBT perspective on all matters concerning the union and the college, and a regular forum/group for LGBT students to meet
- Organise social and educational meetings for LGBT students only
- Establish, and maintain contact with and provide information from groups and organisations which work on LGBT issues
- Promote the positive involvement of LGBT students in all areas of the student union's activities
- Represent the views of LGBT students to the union and the college
- Attend NUS LGBT Conference and training workshops.
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

Mature Students' Officer

BE THE VOICE OF MATURE STUDENTS AT THE COLLEGE

You must be at least 21 years old to stand for this post.

You will work with the VP Equality & Diversity to:

- Ensure that Mature students' views and opinions are reflected throughout the whole of the union's work
- Provide an Mature perspective on all matters concerning the union and the college
- Provide a regular forum/group for Mature students to meet and organise social and educational meetings for Mature students only
- Promote the positive involvement of Mature students in all areas of the student union's activities
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

Students With Disabilities Officer

BE THE VOICE OF DISABLED STUDENTS AT THE COLLEGE

You must self define as disabled to stand for this post.

You will work with the VP Equality & Diversity to:

- Ensure that the views and opinions of students with disabilities are reflected throughout the whole of the union's work.
- Liaise with the NUS Students with Disabilities campaign and SKILL (National Bureau for Students with Disabilities)
- Establish and maintain contact with, and provide information from, groups and organisations which work on disability issues
- Monitor the college's provision for students with disabilities, and bring failings in this provision to the attention of the union and the college
- Ensure there is a regular forum/group where students with disabilities can meet
- This is a non-sabbatical (i.e. not paid) position

Students' Union Job Descriptions

International Students' Officer

BE THE VOICE OF OVERSEAS STUDENTS AT THE COLLEGE

You must consider yourself to be an overseas student studying in the UK to stand for this post.

You will work with the VP Equality & Diversity to:

- Ensure that the views and opinions of all sections and cultures of the diverse community of Walsall College are reflected throughout the whole of the union's work
- Liaise with the NUS International Students Campaign
- Promote the positive involvement of international students in all areas of Students' Union activities.
- Ensure there are regular forums and social activities where domestic and international students can mix.
- This is a non-sabbatical (i.e. not paid) position