



# FULL-TIME OFFICER

**JOB DESCRIPTIONS 2024/25**

Improve the lives of your fellow students  
and **CREATE POSITIVE CHANGE**  
at Bournemouth University



**OFFICER  
ELECTIONS**

# Have you got what it takes to become a Full-Time Officer?

The Students' Union at Bournemouth University (SUBU) exists to make student life better. We are a registered charity with a turnover of around £5 million. SUBU employs over 200 full, part-time and casual staff.

We are led by a team of Full-Time Officers: the President; Vice-President Education; Vice-President Student Opportunities; and Vice-President Welfare and Community. Those who are elected will serve a term of one year and will be responsible for representing every student at BU.

Our Full-Time Officers work with thousands of student volunteers within Clubs and Societies, Student Reps, and Union Officers to make the Union the best that it can be. SUBU provides a range of services from bars, shops, an advice centre, clubs and societies, media groups and representation and the Full-Time Officers lead all of this work.

Our Full-Time Officers need to be comfortable working in a fast-paced and ever-changing environment. They need to be confident in representing other students' views and be willing to speak up in meetings. Full-Time Officers need to be prepared to work collaboratively to achieve collective aims as well as having an understanding of work taking place across the Union.

These role descriptions have been put together to help you get a better feel for the roles. If you would like more information or would like to discuss anything in more detail then please contact any of the Union Officers in SUBU who will be able to share a more personal view on the relevant role.



# What can you expect from the experience?

No matter your future aspirations, we believe the experience of being a Full-Time Officer in SUBU will help you learn more than almost any other graduate level opportunity. We know, because our past officers tell us so! You will gain experiences that most people only get towards the end of their careers.

SUBU is a high trust organisation that encourages empowerment of people to use their best judgement in representing students. Within this role you will be encouraged and supported to achieve this.

## Specifically, you can expect to:

**Be trained to do your role over the summer and mentored throughout the year, both within SUBU and by attending external training events around the country;**

**Be given plenty of scope to explore and develop your ideas for improving the student experience at BU;**

**Have a year that has many highs but equally expect some lows as you navigate your way through a role with huge opportunity, but sometimes frustrating challenges. You will get support at every stage of this journey;**

**Have an impact on the lives on many people across BU, which can last into the future.**

# Every Officer has the same overall responsibilities that they must fulfil:

## As a President/Vice President:

- Talk and listen to a wide range of students to find out about their experiences, collate their views and advocate on their behalf.
- Act in the interest of all students and take responsibility for leading and enhancing the student experience.
- Attend university meetings and events that will allow you to make changes to student lives. This will include regular meetings with the most senior University staff such as the Vice Chancellor, but will also include meetings such as student disciplinaries and academic offences.
- Effectively represent Bournemouth University students to the University, by undertaking evidenced-based campaigning and lobbying and attending briefings and debriefings
- Support student-led campaigns and projects to improve the student experience.
- Represent Bournemouth University students on a national level, working with other students' unions, National Union of Students (NUS) and other sector organisations.
- Work closely with the other SUBU Union Officers, Chief Exec, and other SUBU staff members to help develop the strategic direction of SUBU.
- Champion sustainability through upholding the standards outlined in SUBU's Sustainability Policy to ensure that SUBU is at the forefront of sustainability best practice.
- Work with students to help promote and bring about change based on your manifesto promises and the policy of SUBU chosen by students.
- Be a supportive team member with other SUBU Officers and staff, maintaining a good working relationship with and support other Officers with their campaigns.
- To engage fully in SUBU's democratic process, promoting active citizenship from students within them, and to be accountable to students for your activities.
- Attend training and events to build specialist knowledge of your role.
- To engage in collective decision making, and collective accountability, with the Officer Team and Trustee Board.

## As a Trustee:

- Be part of a Board that is jointly responsible for the finances, staffing and legal compliance elements of the charity.
- Ensure that the Union pursues its charitable objectives to represent the students at Bournemouth, support their welfare and develop them through extracurricular activities.
- Oversee the governance, finance and strategy of the Union.
- Ensure that the Union complies with its governing documents, charity law, company law and any other relevant legislation or regulations.

You will need to be eligible to be a Trustee to be appointed in a Full-Time Officer role (e.g. must not be bankrupt or have unspent convictions for certain offences).

# Could you be one of our Full-Time Officers?

## Personal Profile:

- Committed to the purpose, objectives and values of SUBU
- Proactive, flexible and confident
- Be able to represent students' opinions, even where they divert from your own
- Constructive about other officers', trustees' and staff opinions
- Act reasonably and responsibly when undertaking your responsibilities
- Maintain strict confidentiality

## Training and Support:

A full training programme, including Trustee induction, will be provided to you upon beginning your term in office. This will be supplemented by ongoing development opportunities throughout the year.

## Benefits:

- 35 hour working week.
- 28 days holiday, plus bank holidays
- Plus 2 Day Summer Closure (Before August Bank Holiday Weekend.); Christmas campus closure
- Pension Contributions
- Work related professional development opportunities.
- Access to executive coach for work related support/guidance.
- Cash plan to recover glasses cost and free eye tests. Employee Assistance Programme service.
- Discounted on site gym access + Wellbeing Review provided by SportBU.
- New: Non-sick day to use for wellbeing and preventative care like Annual Physical Review or the SUBU funded Wellbeing Review
- Free access to events at Old Fire Station
- Day off to volunteer at a registered charity.
- Opportunity to develop key leadership and influencing skills, whilst acting to deliver positive impact for all students
- Receive up to £100 to attend any personal development training opportunity
- Access to student discounts
- Receive discounts and benefits with external companies by using your ID Card. A full list of participating organisations is available from the University intranet.

# SU President

**Salary: £25,000**

Contract type: One year, starting early July 2024

Hours: Full time, working 35 hours per week Monday–Friday. Due to the nature of the post additional work commitments will be required including evening and weekend work.

Method of appointment: Election

Eligibility: BU Students

Accountable to: The membership of SUBU

The President is the chief representative of the union. The President makes strategic and executive decisions, leads the officer team and advocates on the behalf of all BU students to the University, locally and nationally. They are ultimately responsible for the leadership and direction of SUBU through their role as chair of the Trustee Board.

## You should run for this role if you:

- Want to ensure that the Union remains relevant and beneficial to all student members
- Want to take an active role ensuring that SUBU is represented within the University and beyond
- You have great communication skills and are comfortable communicating with a range of people from students to the Vice-Chancellor, in a range of different situations from having a casual chat to chairing our Student Members' Meeting

## The President shall:

- Advance the education of students at Bournemouth University by being the principal representative of students' views internally at BU, within the local community and on a national level.
- Act as the principal student representative, including attending relevant senior meetings within the University and being a student member on Bournemouth University's Board of Governors. You'll also be expected to attend Senate, Estates Development Committee and a range of other meetings.
- Ultimately responsible for the leadership and direction of the Union through their role as chair of the Trustee Board.
- Be the key liaison with the University and Vice Chancellor on overarching and general matters.
- Co-ordinate and ensure the effective operation of the Officer team and lead the collective decision making of the Executive Committee.
- Work with SUBU staff members, particularly the Senior Managers, to ensure the delivery of appropriate services to students.
- Be responsible for maintaining an overview of all Union activities, including commercial offerings.
- Be the primary liaison with the NUS, including being the ex-officio delegate to the NUS National Conference.
- Be the lead Full-Time Officer for Democracy within the Union, including chairing the Executive Committee and Student Members' Meeting.
- Be the primary point of contact and voice for students for external press relations and internal membership communication, unless specifically covered by other roles.
- Lead on national representation and campaigns to improve the student experience, unless specifically covered by other roles.
- Lead on ensuring the Union has a strong presence on all university campuses.

## As Chair of the Trustee Board:

- Be the legal head of the charity.
- Chair and coordinate meetings.
- Act as a member of the committees on the Board.
- Help manage working relationships among the trustees and with the Chief Executive Officer (CEO), including leading the CEO's appraisal process with support from other board members.
- Lead the recruitment and selection of future board members.
- Ensure the Trustee Board is equipped to deliver strong governance practices
- Support the Trustee to perform effectively individually and collectively.
- Ensure the Board of Trustees maintains an overview of the unions' responsibilities for compliance with the law and university and union regulations.
- Have lead responsibility for ensuring good governance and relationships with any subsidiary charities of SUBU.

# Vice-President Education

**Salary: £25,000**

Contract type: One year, starting early July 2024

Hours: Full time, working 35 hours per week Monday-Friday.

Due to the nature of the post additional work commitments will be required including evening and weekend work.

Method of appointment: Election

Eligibility: BU Students

Accountable to: The membership of SUBU

The Vice-President Education represents the student body in their education needs and progression, supports Student Reps and acts for improvements in learning and teaching

## You should run for this role if you:

- Are passionate about improving the educational experience of all students at BU
- Are prepared to spend a lot of time in senior level meetings to improve the student experience
- Think you would be interested in researching and keeping up to date with Higher Education policy

## The Vice-President Education shall:

- Advance the education of students at Bournemouth University by being the principal representative in relation to the student academic and education experience, both internally at BU, within the local community and on a national level.
- Attend key university meetings relevant to your role and work with BU staff on behalf of SUBU as the principal student representative for education issues. As the primary academic representative you will attend Senate, Academic Standards and Education Committee and Faculty Academic Standards and Education Committee, Access Excellence and Impact Committee and a range of other committees at both an institutional and faculty level.
- Critically hold the university to account on all matters of education.
- Maintain contact with relevant individuals within Academic Departments, Academic Quality, the Library, IT Services and student support services as they relate to students' education.
- Be the lead Full-Time Officer for the Student Voice and Policy Team to ensure the delivery of appropriate services to students.
- Oversee and develop the work of the representation system, increase student engagement within these structures and support Faculty Rep's with attendance at senior level university meetings.
- Develop SUBU's established feedback mechanisms and promoting the use of these systems to inform the work of officers and the rest of SUBU.
- Represent all students' academic interests, across all levels and modes of study including postgraduates, international students, part-time students, online, mature students and students studying in Lansdowne and other satellite sites.
- Champion the academic rights and interests of marginalised student communities e.g. Black, Asian, Ethnic Minorities, LGBT+, Marginalised Gender Identities, Disabled.
- Lead on and champion the academic experience at Bournemouth University, ensuring the University strives for constant improvement and that any decisions on the educational and academic experience at the University are to the benefit of all students.
- Oversee the entire academic experience, ensuring that the learning spaces and necessary resources are available for all areas of study.

# Vice-President Welfare & Community

Salary: £25,000

Contract type: One year, starting early July 2024

Hours: Full time, working 35 hours per week Monday-Friday.

Due to the nature of the post additional work commitments will be required including evenings and weekends.

Method of appointment: Election

Eligibility: BU Students

Accountable to: The membership of SUBU

The Vice-President Welfare and Community leads on Wellbeing, Equality, Diversity and Inclusion, Sustainability, Housing and Community Engagement. They ensure that each and every student has adequate support in these areas and proactively represent students' rights on and off campus

## You should run for this role if you:

- Want to ensure that SUBU is run in a way that is ethical, inclusive and diverse
- Have an interest in students' wellbeing
- Want to ensure that students' rights are proactively represented within BU and the community
- Have an authentic interest in making the BU community more welcoming and comfortable for all students

## The Vice-President Welfare & Community shall:

- Advance the education of students at Bournemouth University by being the principal representative in relation to welfare, community engagement and liberation, both internally at BU, within the local community and on a national level.
- Attend key university meetings relevant to your role and work with BU staff on behalf of SUBU as the principal student representative for welfare and community issues. As the primary representative for Welfare and Community you will attend the Equality and Diversity Committee, Accommodation Strategy Group, BU Wellbeing Group and a range of other meetings.
- Work closely with relevant university departments including Student Support and Wellbeing, Additional Learning Support, Residential Services, Equality and Diversity and Estates.
- Critically hold the university to account on all matters of welfare and community.
- Promote student wellbeing, including mental health, physical health, safety and housing,
- Champion the rights and welfare of all BU students both in the community and on the University's Campuses.
- Take a representational lead on the equality and diversity work of the union, working with relevant staff and committees. Listen to and amplify the voices of BU students, advocating for the improvement in student support and removing structural barriers at BU.
- Lobby the university to act on feedback and become more accessible and inclusive of all BU members.
- Promote and support intersectionality, allyship and the union's Liberation Campaigns.
- Support and facilitate campaigns and celebrations of cultural significance.
- Work to ensure both the short and long term sustainability of the Union, University and local community through championing the Sustainable Development Goals and encouraging student input and participation in sustainability matters.
- Be the lead Full-Time Officer for SUBU Advice ensuring that current issues being faced by students are reflected in policy and campaign work where appropriate.
- Lobby for improvements in housing, working closely with BU Residential Services to better the student experience within halls of residence and work with SUBU Advice to help students accessing private accommodation.
- Work with the Union, university and other external organisations, such as the council, campus police, halls providers and landlords to ensure that students' needs are met and that their services are accessible and inclusive.



# Vice-President Student Opportunities

**Salary: £25,000**

Contract type: One year, starting early July 2024

Hours: Full time, working 35 hours per week Monday-Friday.

Due to the nature of the post additional work commitments will be required including evenings and weekends.

Method of appointment: Election

Eligibility: BU Students

Accountable to: The membership of SUBU

The Vice-President Student Opportunities leads on the development of, and represents students in matters relating to, clubs and societies, volunteering, student development, employability and the support of international students.

## You should run for this role if you:

- Are passionate about providing and improving the range of extra and co-curricular opportunities available through SUBU
- Are enthusiastic about the ways students can make the most of their time at university by being involved in student opportunities such as but not limited to clubs and societies and volunteering
- Have an interest in making students more employable by developing students' skills and enhancing their experiences outside of their course
- You want to ensure that international students at BU have a voice and are welcomed and supported whilst studying

## The Vice-President Student Opportunities shall:

- Advance the education of students at Bournemouth University by being the principal representative in relation to all areas of Student Opportunities, which includes Clubs and Societies, Volunteering, Fundraising, Student Development and Employability, both internally at BU, within the local community and on a national level.
- Attend key university meetings relevant to your role and work with BU staff on behalf of SUBU as the principal student representative for all student opportunities. As the primary representative for student opportunities you will attend the student inductions working group and a range of other meetings.
- Work with SUBU staff to assist clubs and societies with activity development, committee management, budgets and resource allocation.
- Critically hold the university to account on all matters of student opportunities and the support of international students.
- Work closely with SportBU to ensure that students in sport are well-represented, and to represent students' views on their general facilities and services.
- Take a representational lead on supporting international students, working with relevant staff in the union and university. Listen to and amplify the voices of international students, advocating for the improvement in their support and removing structural barriers at BU.
- Lead, promote and contribute to the strategic development of 'Student Opportunities'
- Work to develop, promote and engage students in extra and co-curricular and interest-based groups provided by the union, the university and the communities in which BU students study
- Support Widening Participation work and increase inclusivity and accessibility within 'Student Opportunities'.
- Work with SUBU staff to assist student involvement and support for community and sustainability volunteering and student led projects,
- Work closely with student leaders engaged with Student Opportunities and support them throughout the year.
- Be responsible for the reward and recognition of all students engaged with Student Opportunities.
- Support staff in key activity including training for Student Opportunities Groups, Freshers and Refreshers' Fair and Annual Awards Ceremony.



# YOUR TIME. YOUR FUTURE. YOUR CHOICE.

If you have any questions, feel free pop in and see  
the team on the first floor of the Student Centre.  
Or, you can contact the team via email.

✉ [subudemocracy@bournemouth.ac.uk](mailto:subudemocracy@bournemouth.ac.uk)

🌐 [subu.org.uk/Elections](http://subu.org.uk/Elections)

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