

**SUBU** Officer  
Elections

# FULL-TIME OFFICERS

**Role Descriptions**



# Role Descriptions

The Students' Union at Bournemouth University (SUBU) is a registered charity and limited company with more than 200 staff - casual, part-time and full-time - helping deliver a turnover of approximately £5 million. Everything we do is driven by a single mission: to make BU students the happiest in the country.

At SUBU, four Full-Time Officers - the President, Vice-President Education, Vice-President Student Opportunities, and Vice-President Welfare & Community - are elected annually. Each Officer serves for one year and is responsible for representing the entire student body across Bournemouth University.

## What Being a Full-Time Officer Involves

Serving as a Full-Time Officer means stepping into a fast-paced, constantly changing environment where your confidence, judgement and ability to speak up on behalf of students are essential. Officers regularly collaborate with each other, with staff from across the Union, and with thousands of active student leaders who are working on what matters most to BU students.

These job descriptions are designed to give you a clearer picture of the roles. If you want to discuss a position in detail or get a personal perspective, feel free to reach out to any of the current Union Officers.

## The Experience You Can Expect

No matter where your future career takes you, becoming a SUBU Full-Time Officer offers experiences rarely available to new graduates. Many former Officers say the opportunities they had would ordinarily only come after many years of professional work.

As an Officer, SUBU will support you through a high trust working culture that values your judgement. This includes:

- Real freedom to develop ideas that can influence and improve the BU student experience.
- Summer training to prepare you for your role, followed by regular mentoring throughout the year.
- The ability to make a genuine and lasting difference across the University community.
- Opportunities to attend external training events across the UK.
- A year filled with high-impact moments - alongside some challenges - supported every step of the way.

## Core Responsibilities of Every Officer

All Full-Time Officers share a number of responsibilities which guide their work:

- Engage with a wide range of students, listening to their experiences, gathering their views, and advocating for them.
- Take the lead in enhancing the student experience and act in the interests of all BU students.
- Participate in University meetings and events, from discussions with the Vice-Chancellor to involvement in student disciplinaries and academic offence panels.
- Represent BU students by using evidence-based lobbying, campaigning and attending key briefings.
- Support campaigns and projects that are initiated by students themselves.
- Represent BU at a national level through collaboration with the National Union of Students (NUS), other students' unions, and sector partners.
- Work closely with fellow SUBU Officers, the Chief Executive Officer and staff teams to shape SUBU's strategic direction.
- Champion SUBU's Sustainability Policy and ensure sustainable best practice across your work.
- Deliver on your manifesto commitments and respond to Union policy set by students.
- Maintain strong team relationships, supporting other Officers' campaigns and initiatives.
- Promote active citizenship by encouraging students to take part in SUBU's democratic processes.
- Attend training and events to build specialist knowledge.
- Participate in collective decision-making and remain jointly accountable with the Officer team and Trustee Board.



## Your Role as a Trustee

Full-Time Officers also hold a place on SUBU's Trustee Board. As a Trustee, you will:

- Need to be eligible (e.g., you cannot be bankrupt or have certain unspent convictions).
- Share responsibility for ensuring legal compliance, staffing, finances and governance.
- Help steer the organisation's long-term strategy and financial oversight.
- Safeguard SUBU's charitable objectives: representing students, supporting their welfare, and helping them develop through extracurricular involvement.
- Ensure that SUBU meets the requirements of charity law, company law and any additional legislation.

## Personal Profile

A successful Officer will be:

- Capable of representing student views objectively, even when they differ from your own
- Professional and constructive in working with staff, Trustees and other Officers
- Able to maintain strict confidentiality
- Committed to SUBU's purpose, values and objectives
- Proactive, adaptable and confident
- Responsible and reasonable when carrying out duties

## Training and Support

When your term begins, you will receive comprehensive training including Trustee induction. Throughout the year, you will also have access to ongoing development opportunities to support your work and personal growth linked to your Officer role.

## Benefits

Full-Time Officers receive a range of benefits, including:

- 35-hour working week
- 28 days annual leave plus all bank holidays off
- Two-week Christmas closure
- Two-day Summer closure in August
- Birthday day off
- SUBU-funded professional development
- Discounts and benefits through participating companies (details available on the University intranet)
- Pension contributions
- Health Plan
- Employee Assistance Programme
- Free entry to events at the Old Fire Station
- Access to student discounts

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# SU President

**Salary:** £25,000

**Contract type:** One Year, starting early July 2026

**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  
(for employment and HR matters, SUBU's HR policies and processes will apply)

**Role** The President is the chief student representative of the union. The President contributes to strategic and executive decisions, is the figurehead of the officer team and advocates on the behalf of all BU students to the University, locally and nationally. They are ultimately responsible for ensuring student views and interests are represented within SUBU and across the University. They are also Chair of the Board of Trustees.

## You should run for this role if you:

- Want to help SUBU remain relevant and beneficial to all student members
- Want to take an active role ensuring that students are 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.
- 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 help them provide the delivery of appropriate services to students.
- Be responsible for maintaining knowledge of all Union activities, including commercial offerings.
- Be the primary liaison with the NUS.
- 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 locations.

## **As Chair of the Trustee Board:**

- Be the legal head of the charity.
- Co-ordinating the Board meetings to allow open discussion and ensuring all topics are covered within the allotted time.
- Help manage working relationships among the Trustees and with the Chief Executive Officer (CEO).
- Be part of the recruitment and selection of future Board members.
- Ensure the Trustee Board is equipped to deliver strong governance practices.
- Support the Trustees to perform effectively individually and collectively.
- Have oversight of the unions' responsibilities for compliance with the law, university and union regulations as well as good governance including around any subsidiaries of the organisation.

# Vice-President Education

**Salary:** £25,000

**Contract type:** One Year, starting early July 2026

**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  
(for employment and HR matters, SUBU's HR policies and processes will apply)

**Role** 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 2026

**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 (for employment and HR matters, SUBU's HR policies and processes will apply)

**Role** The Vice-President Welfare and Community leads on Wellbeing, Equality, Diversity and Inclusion, Sustainability, Housing and Community Engagement. They ensures 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 and 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 2026

**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  
(for employment and HR matters, SUBU's HR policies and processes will apply)

**Role** 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.