

**SUBU** Officer  
Elections

# Part-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, there are ten Part-Time Officers - six Liberation Officers, three Faculty Officers and the Postgraduate Officer - are elected annually. Each Officer serves for one year and is responsible for representing their specific student group across Bournemouth University.

## Liberation Officers - page 4

Liberation Officers shall be responsible for leading on the relevant Liberation Network by ensuring that each network has a meaningful impact on the students at Bournemouth University. As a Liberation Officer the post holder will be expected to represent the voices of other self-identifying students by organising and executing the network's aim to: raise awareness and educate, highlight current issues, and empower students to act collaboratively to bring about change.

As a Part-Time Officer, the post holder is expected to proactively champion the rights and needs of SUBU members. They help lead the development of the union whilst providing oversight and scrutiny of SUBU's work. They help support the Full-Time Officers and Students' Union staff to deliver relevant campaigns and policies. The Part-Time Officers are also expected to attend and represent student views at the Union's democratic meetings such as the Executive Committee, SUBU Summit and Student Members' meeting.

- Asian, Arab & Ethnic Minority Officer
- Black Students' Officer
- Disabilities, Accessibility & Neuro-Diverse Officer
- LGBTQ+ Officer
- Trans, Non-Binary, Intersex & Gender Identity + Officer
- Women's Officer

## **Faculty Officers - page 7**

The Faculty Officers are responsible for championing their faculty students' voices by attending relevant boards and committees within the Bournemouth University Senate Committee Structure. Faculty Officers are expected to develop an understanding of trends in feedback across their faculty and present this broad level of feedback, ensuring that the collective voice of students is heard at the appropriate levels within the University.

- Faculty of Business & Law
- Faculty of Media, Science & Technology
- Faculty of Health, Environmental & Medical Science

## **Postgraduate Officer - page 9**

The Postgraduate Officer will be expected to represent the voices and experiences of other PG students, PGT and PGR, at Bournemouth University. The Postgraduate Officer will be expected to develop an understanding of trends in feedback across postgraduate students and present this broad level feedback, ensuring that the collective voice of students is heard at the appropriate levels within the University. They also provide a vital role in engaging Postgraduate Reps in order to be able to acquire relevant and robust feedback through Shout Out. The Officer shall be responsible for ensuring that their work has a meaningful impact on the PG students at BU.

As a Part-Time Officer, the post holder is expected to proactively champion the rights and needs of SUBU members. They help lead the development of the union whilst providing oversight and scrutiny of SUBU's work.

They help support the Full-Time Officers and Students' Union staff to deliver relevant campaigns and policies. The Part-Time Officers are also expected to attend and represent student views at the Union's democratic meetings such as the Executive Committee, SUBU Summit and Student Members' meeting.



# Liberation Officers

<b>Role Title:</b>	<ul style="list-style-type: none"><li>• Asian, Arab &amp; Ethnic Minority Officer</li><li>• Black Students' Officer</li><li>• Disabilities, Accessibility &amp; Neuro-Diverse Officer</li><li>• LGBTQ+ Officer</li><li>• Trans, Non-Binary, Intersex &amp; Gender Identity + Officer</li><li>• Women's Officer</li></ul>
<b>Responsible to:</b>	The members of the Union and the Board of Trustees
<b>Time Commitment (approx.) Hours:</b>	2-5 hours per week 1. Role Specific Work: 1-3 hours per week 2. Executive Committee: 1.5 hour, every other week during term time 3. SUBU Summit: 2.5 hours, 3 times per year 4. Student Members' Meeting: 2 hours, once a year
<b>Role Duration:</b>	One academic year
<b>Staff Liaison:</b>	BU Students

## **Role responsibilities**

- Work to advance the equality between members of the Liberation Network and other students.
- Provide opportunities for members of the community to meet and socialise in a safe space.
- Challenge discrimination, oppression and inequality.
- Represent the needs and interests of students belonging to the Liberation Network, within the Union, the University and wider community.
- Promote and facilitate discourse between members of the community.
- Act as a representative at potential relevant conferences.
- Lead on relevant events and activities for the Network.
- Contribute to the planning and running of SUBU's history month programmes
- Ensuring the effective representation of students through proactively gathering a range of student views and advocating on their behalf.
- Supporting and working with members to promote and bring about change based on pledge and Union Policy.
- Promoting participation and active citizenship within the student body.
- Helping students to lead campaigns and projects that seek to improve the student experience.
- Representing members to the Union and University through being an active participant at relevant committees and meetings.
- Engaging in collective decision making and collective accountability with the Executive Committee.
- Informing policy within the Union and University on matters relevant to their remit.
- Engaging fully with the Union's democratic processes; including actively participating at every meeting of the Executive Committee, SUBU Summit, Student Members' meeting and any other Committee of which they are a member.

## Why you should become a Liberation Officer

1. Create positive change for your community.
2. Gain experience and transferable skills which will boost your employability.
3. Build networks and relationships with Officers, key members of staff at the Union and University and external organisations.

## Role benefits

As well as adding skills and experience to your CV, being a Part-Time Officer comes with the following benefits:

- A monetary honorarium award\*
- Training
- Professional headshots
- Relevant branded merchandise
- Social opportunities with your fellow Executive Committee members
- Ability to use your working hours towards a SUBU Volunteering Award and Graduate Skills Programme
- Guestlist entry to the Old Fire Station
- A Summer Ball ticket\*

\*Some benefits are conditional

## Role requirements

Only students that belong to the community the post represents are able to stand for election.

There are no formal requirements for the role but we encourage students who are passionate about making positive change to apply. The post holder will be expected to attend compulsory training from SUBU to ensure they have the relevant knowledge to undertake their role.

The post holder will also be expected to attend further training throughout the year.

# Faculty Officers

<b>Role Title:</b>	<ul style="list-style-type: none"><li>• Faculty of Business &amp; Law</li><li>• Faculty of Media, Science &amp; Technology</li><li>• Faculty of Health, Environmental &amp; Medical Science</li></ul>
<b>Responsible to:</b>	To the members of the Union and the Board of Trustees
<b>Time Commitment (approx.) Hours:</b>	<ul style="list-style-type: none"><li>• Executive Committee: 1.5 hour, every other week during term-time</li><li>• SUBU Summit: 2.5 hours, 3x per year</li><li>• Student Members' meeting: 2 hours, 1x per year</li><li>• BU Meetings: 2-3 hours, 5 times per year</li></ul>
<b>Role Duration:</b>	One academic year
<b>Staff Liaison:</b>	<p>SUBU: Student Voice and Insight Department, Democracy and Campaigns Department, Full-Time Officer Team</p> <p>BU: Deputy Dean of Education/ Deputy Head of Education/ Associate Dean for Student Experience/Academic Quality</p>

## **Role responsibilities**

- Collate feedback collected by elected Student Reps and Department Reps and highlight trends between the Programmes and Departments
- Support and promote Student Rep elections and training across the Faculty, on an ad-hoc basis
- Support the running of and attend the monthly Faculty Rep Forums
- Prepare for and attend Faculty Academic Standards and Education Committee (five per year)
- Liaise with SUBU regarding meeting briefings, debriefings and meeting outcomes
- As necessary, deputise for Faculty Officers by attending Academic Standards and Education Committee
- As necessary, meet with Faculty staff outside of scheduled meetings
- Be the lead Student Representative for the Faculty at SUBU, supporting other Student Representatives
- Prepare for and attend Education Committee (five per year)
- Engage fully with the Union's democratic processes, including actively participating at every meeting of the Executive Committee, SUBU Summit, Student Members' meeting and any other Committee of which they are a member
- Support and work with SUBU members to promote and bring about change based on manifestos and Union Policy
- Engage in collective decision making and collective accountability with the Executive Committee

## **Why you should become a Faculty Officer**

- Create positive change for your Faculty
- Gain experience and transferable skills which will boost your employability
- Build networks and relationships with Officers, key members of staff at the Union and University, and external organisations

# Postgraduate Officer

**Responsible to:** To the members of the Union and the Board of Trustees

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**Time Commitment (approx.) Hours:**

- 2-5 hours per week
- Role-Specific Work: 1-3 hours per week
- Executive Committee: 1.5 hour, every other week during termtime
- SUBU Summit: 2.5 hours, 3 times per year
- Student Members' Meeting: 2 hours, once a year

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**Role Duration:** One academic year

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**Staff Liaison:** SUBU Democracy and Campaigns Department  
Full-Time Officer Team

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## **Role responsibilities**

- Collate feedback collected by elected Postgraduate Student Reps and highlight trends affecting PG students across the university
- Provide opportunities for members of the community to meet and socialise in a safe space
- Represent the needs and interests of postgraduate students, within the Union, the University and wider community
- Promote and facilitate discourse between members of the community
- Ensuring the effective representation of students through proactively gathering a range of student views and advocating on their behalf
- Supporting and working with members to promote and bring about change based on pledges and Union Policy
- Promoting participation and active citizenship within the student body
- Representing members to the Union and University through being an active participant at relevant committees and meetings
- Engaging in collective decision making and collective accountability with the Executive Committee
- Informing policy within the Union and University on matters relevant to their remit
- Engaging fully with the Union's democratic processes; including actively participating at every meeting of the Executive Committee, SUBU Summit, Student Members' meeting and any other Committee of which they are a member.

## **Why you should become a Postgraduate Officer**

- Create positive change for postgraduate students.
- Gain experience and transferable skills which will boost your employability.
- Build networks and relationships with Officers, key members of staff at the Union and University and external organisations.

## **Role benefits**

As well as adding skills and experience to your CV, being a Part-Time Officer comes with the following benefits:

- A monetary honorarium award\*
- Training
- Professional headshots
- Relevant branded merchandise
- Social opportunities with your fellow Executive
- Committee members
- Ability to use your working hours towards a SUBU
- Volunteering Award and Graduate Skills Programme
- Guestlist entry to the Old Fire Station
- A Summer Ball ticket\*

\*Some benefits are conditional on engagement

## **Role requirements**

Only students that belong to the community the post represents are able to stand for election.

There are no formal requirements for the role but we encourage students who are passionate about making positive change to apply. The post holder will be expected to attend compulsory training from SUBU to ensure they have the relevant knowledge to undertake their role.

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