

# <Job Description>

President of Activities

Student Union

Student Union



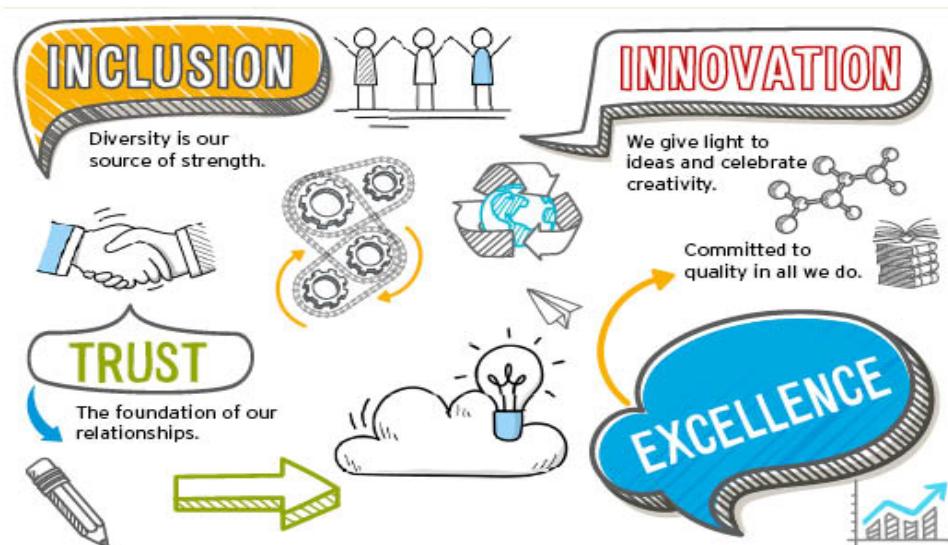
## Brief summary of the role

Role title:	President of Activities
Grade:	4
Faculty or Directorate:	Student Union
Service or Department:	Student Union
Location:	Student Union
Reports to:	UBU CEO
Responsible for:	n/a
Work pattern:	36.25

# About the University of Bradford

## Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



## Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

## Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

## Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

## **Criminal record disclosures and working with vulnerable groups**

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

## Role holder: essential and desirable attributes

### Qualifications

<b>Essential</b>	<ul style="list-style-type: none"><li>• A current student at the University of Bradford</li><li>• Level 2 qualification (e.g. GCSE's grades A* to C/4-9))</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Working towards a higher education qualification</li></ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"><li>• Confidence and ability to network with individuals and organisations</li><li>• Confidence to research and present agendas which relate to the student experience</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Knowledge of sports clubs, societies, volunteering</li></ul>

### Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"><li>• Ability to establish strong working relationships with students and staff within UBU, the University of Bradford and external organisations</li></ul>
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	<ul style="list-style-type: none"> <li>• Excellent communication, organisational, administrative and ICT skills</li> <li>• Ability to lead and collaborate as part of a sabbatical team</li> <li>• Ability to work empathetically with fellow students to listen to their needs and be able to offer objective and supportive feedback without prejudice</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Ability to contribute strategically to UBU's mission, vision and values</li> <li>• Good leadership skills</li> </ul>

## Main purpose of the role

Sabbatical Officer for activities representation, responsible for representing the interest of the student body in matters pertaining to sports clubs, societies, micro-societies, and activity groups.

Be the lead Sabbatical for UBU Sports and Activities Committees and Assemblies.

Work with the relevant UBU staff on the UBU Activities Strategy for sports, societies, micro-societies, and activity groups.

Oversee the budgetary process for sports, societies, micro-societies, and activity groups.

Work with the relevant UBU staff and be the lead on training for sports and society group executives.

## Main duties and responsibilities

1. Trustee of the Students' Union, which is a charity under the Education Act 1994 and Charity Act 2006.
2. Work within the UBU constitution, its governing documents and by-laws.
3. Work with the CEO to deliver the UBU Strategy
4. Accountable for working towards manifesto pledges.
5. Maintain adequate awareness of other sabbatical officer activities.
6. Collaborate with other Sabbatical officers to ensure campaigns and events are relevant to the student body
7. Abide by the sabbatical code of conduct.
8. Make sure that the interests of students are represented in any policy which the University produces in relation to organised social spaces, sports facilities and protected timetable restrictions.
9. Work with the relevant UBU staff on the development of UBU sports and societies.
10. Be the lead student representative of student sport and activities on campus and to the HE sector, local and national community.
11. Be the lead student representative in actively engaging with all student sport and societies, and the student body in the overall promotion sport and societies.
12. Key representative to regional and national governing bodies of sports and societies including British Universities & Colleges Sport (BUCS).
13. Work with the relevant UBU staff to ensure the training of sports and societies executives are met in line with UBU policies and procedures.
14. Oversee the budgetary process for sports and societies.
15. Convenes the UBU Sports Assembly and UBU Activities Assembly
16. Responsible for representing the interest of the student body in all student activities matters of the student experience to the University.

17. Work with the relevant UBU staff to ensure all sport and society executives are provided with advice and guidance, referring to appropriate services when required.
18. Oversee the budgetary process for sports and societies.
19. Work with the relevant UBU staff to ensure the application process for and allocation of the Societies Assembly and Sports Assembly Funding Pots are adhered to.
20. An advisor of best practice for existing sports and societies and advisor for those wishing to set up new groups.
21. As a Student Union Staff member to support the UBU reception rota.
22. As a Student Union staff member to support key student events through the year such as Freshers Week, Varsity, UBIES.
23. **As a University citizen supporting key student events throughout the year such as Open day, clearing, enrolment, graduation.**