



VP ACTIVITIES

WELCOME

The University of Portsmouth Students' Union exists for one simple reason: to have a positive impact with EVERY Portsmouth student.

As a registered charity with a turnover of approximately £1.6m, we employ nearly 40 permanent staff and over 50 student staff, delivering a range of activities focusing on our Charitable Aims of Representation, Welfare and Development.

The organisation is led by five elected student leaders: the President, Vice President Education & Democracy, Vice President Activities, Vice President Sport, and Vice President Welfare & Community.

Those who are successfully elected by their fellow students serve full-time in their role for one academic year – either as a 'sabbatical' period (taking a break from their studies), or after completing their studies. In so doing, Sabbatical Officers receive a full salary during their time in office as employees of the Students' Union.

RESPONSIBILITIES

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

1. President or Vice President:

Acting as a leader and representative of students. This involves working closely with the University to make sure they make decisions in the best interests of students.

2. Trustee and or Director:

Sitting as a member of the Students' Union's Board of Trustees (and in the case of the President – Chairing it), which oversees the strategic direction, financial stability and legal/reputational risks of the organisation. Some Sabbatical Officers will also be required to be Directors of the Portsmouth Students' Union Trading Company limited, overseeing agreed financial targets and future development.

In addition, each Sabbatical Officer role carries different responsibilities.

AS A PRESIDENT OR VICE PRESIDENT:

- Represent student views to the Students' Union, University and external stakeholders.
- Contribute to, and influence the University's strategy, delivery and decision making both through committee activity and more informal meetings with key staff. This ensures that student interests are effectively represented.
- Act as the key representative link for one University Faculty (which will be assigned when in post.)
- Work closely with the other Sabbatical Officers on priority campaigns and activity.
- Lead and facilitate student engagement with Democratic Committees, Zones and Networks.
- Provide support for and help organise student-led campaigns.
- Proactively support the Union's work to have impact with students across the Global UoP community.
- Support the relevant Have Your Say Zones and the Union Actioning Body.

AS A TRUSTEE:

- Ensure the Students' Union has a focussed strategy and is delivering against agreed aims.
- Ensure the financial stability and sustainability of the organisation.
- Ensure the organisation complies with its constitution, relevant charity law, and other pieces of legislation such as the Education Act 1994.

AS VP ACTIVITIES:

- Be the primary UPSU representative for the development and successful student impact delivered through interest based societies both in and alongside the curriculum.
- Represent the views and interests of students on UPSU society matters to the University and other local and national bodies.
- Assume Editor-in-Chief responsibility for all student media on behalf of the Board of Trustees.
- Ensure the proper election, training and support of the volunteers in the Activities Executive in their work with students involved in society activities.
- Work to engage students in co-curricular activities and interest based groups.
- Work to increase the inclusivity of societies and ensure that welfare and equality are at the centre of all society offers.
- Provide support for Fundraising and Volunteering groups and activity and liaise with the VP Sport to help them achieve their individual and group aims.
- Work closely with the Student Executive Committees in the development and planning for groups wanting to transition to a competitive offer in Sport.
- Work closely with the VP Welfare and Community to assist student involvement and support for community volunteering activity - with, or in addition to, the activity of the Volunteering societies.
- In close liaison with UPSU staff, support societies in: events planning, activity development, committee management, budgets, resources, equipment and facilities.
- To help develop and promote co-curricular activity provided by the Union, the University and the communities in which UoP students study.
- Assist in the organisation of student led events, any annual awards and supporting of societies with Welcome Week activity
- Share responsibility with UPSU staff members to disseminate societies activities and impact to the student, University and wider community as appropriate.

Notes

- In addition to responsibilities as elected officers, all Sabbatical Officers are employees of the Union:
 - All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
 - All employees are individually and collectively responsible for working to the Union's values.
 - The Union operates an Agile working culture which will require employees to work outside their role remit to deliver student impact projects.
 - The nature of the post will, at times, require additional commitment over and above normal office hours. Payment for these hours is incorporated in the salary offered.
 - This job description does not form part of your contract of employment.
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Candidate's declaration

I have read the above job description and agree to undertake the role as described, and be held to account should I be successfully elected.

I understand that employment in this post is dependent upon my elected status, membership of the Union and student status at the University of Portsmouth.

Name:

Signed:

Date: