



Democracy & Campaigns Officer

2021/2022

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 Officers; Democracy & Campaigns, Learning Experience, Academic Representation, Development and Welfare.

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, Officers receive a full salary during their time in office as employees of the Students' Union.

RESPONSIBILITIES

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

1. As an Officer

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, informed by student feedback and opinions and by sector best practice. Officers will be expected to Listen and Act on the Student voice throughout their year in office.

2. As a Trustee and or Director:

Sitting as a member of the Union's Board of Trustees (with one Officer sitting as Chair of the Board of Trustees), which oversees the strategic direction, financial stability and legal/reputational risks of the organisation. Officers may also be required to be Directors of the Portsmouth Students' Union Trading (**PSUT**) Company Limited overseeing agreed financial targets and future development.

In addition, each Officer role carries different role specific responsibilities.



AS AN OFFICER:

- 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 and at least one Student Network and one student community (which will be assigned when in post.)
- Work closely with the other Officers on priority campaigns and higher representative activity planning.
- Facilitate student engagement with Democratic Committees and Zones, and to support the relevant Have Your Say Campaigns and Student Council.
- Provide support for and help organise student-led campaigns.
- Proactively support the Union's work to have impact with students across the UoP community.

AS A TRUSTEE:

- Act to protect the Union against reputational, financial and legal risk
- 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 DEMOCRACY AND CAMPAIGNS OFFICER:

- Be the Primary Representative for student democracy and campaigns
- Be an activist and champion for UoP, local and national campaigns that affect students
- Be the lead representative for driving student ideas into action by championing and engaging students with the Unions Have Your Say and other democratic processes including but not limited to General Meetings, Annual Members Review, Affiliations and Referenda.
- Be the Lead Officer ensuring the effective day to day delivery of the Union's Governance
- Be the lead representative for supporting and advising the Student Networks with the delivery of their priority campaigns
- Be the lead representative for Student Council supporting the chair, ensuring the committee is supported and that agreed actions are implemented for the benefit of students
- Be the lead representative for ensuring students engage with local and national democracy (e.g MP's, Portsmouth City Council and Government Bodies)
- Be the lead representative for promoting and engaging students with Union democratic processes including Annual Members Review (AMR), Referenda and General Meetings
- Be the lead representative in ensuring that the Sabbatical Officer team and SC implement and engage with the Unions accountability processes
- Support representation and election of interest based groups, with the Development Officer
- Be the lead Elected Officer representative and Chair on reactive Union planning committees such as '*The Lab*'

Notes:

- In addition to responsibilities as elected officers, all 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.

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: