

Your SU Leadership

# Elections

Welfare Officer



# Role description

This role is to represent all students studying at Coventry University Group, from a welfare perspective. You will be situated within the Advice Service department and your remit covers key areas such as student safety and welfare policies and procedures. You will act as the primary spokesperson for welfare-related initiatives, working with the University, Students' Union, your fellow officers and the wider community to ensure all students feel represented and have the opportunity to contribute to shape their student experience.

## As the welfare officer, you will:

- Gather feedback from the student body and report any matters to the relevant student and university committees
- Work with your SU staff lead and wider team in supporting with Welfare-related activity that is both proactive and reactive to student need
- Build relationships and manage stakeholders to facilitate the improvement of the student experience bringing about positive change
- Take part and lead in Students' Union activities, events and campaigns across Coventry University Group
- Be a motivated, self-starter and plan for, and achieve, the aims and objectives you set within your manifesto
- Be a key decision maker in a range of Students' Union, and University, committee meetings, on behalf of the student body
- Support the promotion of Students' Union activity through social media

You will be expected to share regular updates on progress made against your manifesto as well as wider work in the role with the student body.

## Skills and attributes you will develop:

- Communication skills
- Networking and negotiating skills
- Organisation and time management
- Data collection
- Public speaking and presentation skills
- Representation and leadership skills
- Teamworking
- Resilience and accountability skills

## Commitments and expectations:

- Principal representative of SU
- Lead NUS Conference Delegate
- University Governor
- Academic Board
- Trustee of Students' Union
- Safeguarding, Wellbeing and Welfare Committee
- Union Affairs & Coventry Executive

The role is open to all current students studying at Coventry University Group, who have current student status until at least 8 February 2024. You must also have right to work status from 17 June 2024 until 31 May 2025 to be eligible for the role.

To apply, simply go to [yoursu.org/elections](https://yoursu.org/elections)



# Job outline

This document outlines some key information relating to the Full-time Officer (FTO) roles.

- The Role will run from 17 June 2024 until 31 May 2025.
- You will be paid £24,248 per annum. This is a full time role. If you are in the middle of your course you will need to take a formal break (sabbatical) from your studies.
- In order to undertake the role, alongside the election eligibility requirements, you must also be eligible to work in the UK for the entirety of the sabbatical term, and also be eligible to be a Director of a Charity.
- You will be subjected to Bye-Law 5, Student Leaders of the Union. You will also need to comply with the Students' Union Articles of Association and any policies, rules and regulations, in line with other employees of the organisation.
- You will be expected to work 37.5 hours per week, usual office hours will be between 9am-5pm, however at times you will need to work flexibly which may include evenings and weekends.
- Your principle place of work will be The Hub, Coventry, however you may be expected to travel to other sites, including our London and Scarborough campuses, to provide services or activities, or attend conferences/events. Travel costs outside of your usual commute will be covered.
- You will be expected to represent the student body as a Delegate at the National Union of Student's Annual Conference.
- You will be entitled to 8 bank holidays, and a further 26 working days holiday, (on a pro-rata basis).
- You are entitled to participate in the National Union of Students Pension Scheme.
- If you are absent from work due to sickness or injury, you will be eligible to receive sick pay in accordance with Your Students' Unions Sick Leave and Pay Policy.
- You will be given certain property to assist you in your role, including a work laptop. This will need to be returned if/when your term ends at the Students' Union.
- Should you wish to terminate your term in office, you will be required to give one months notice in writing.

**If you have any questions about any of the requirements listed above, please contact the HR team by emailing [hr.su@coventry.ac.uk](mailto:hr.su@coventry.ac.uk)**

