

## ROLE DESCRIPTION

# WELFARE & DIVERSITY EXECUTIVE OFFICER



### Position:

Executive Officer Trustee



### Start date:

12th July 2021



### Hours of work:

Full time, working 35 hours per week Monday-Friday (with commitment required to work outside the regular working day on occasions as required).



### Contract:

Fixed term contract

12th July 2021 -  
30th July 2022



### Induction:

In order to take up the role, you will be required to undertake 2 weeks of mandatory training which will take place within the time period **12th July - 13th August**. You must be available throughout this period.



### Salary:

£19,612 per annum (including 20 days annual leave, plus bank holidays and an extra 7 days off at Christmas).

## Personal Specification:

- Should know, understand, and champion the ethos of the Welfare & Diversity section as well as Loughborough Students' Union.
- Should integrate the principles of equality, diversity and inclusion (EDI) into all work.
- Should be able to effectively work on your own
- Should be able to effectively work in a team and have different roles and levels of responsibility in them (e.g. Welfare & Diversity Committee and the LSU Executive Committee).
- Able to balance the needs of the associations and officer positions whilst providing them with support and development opportunities.
- Should have a developed knowledge of event management and organisation
- Should have an understanding of the minority, liberation groups and communities on campus and more widely in society, and a drive to champion, support and represent them at all levels of conversation at Loughborough Students' Union and Loughborough University.
- Should have a basic knowledge of equality, diversity, and inclusion (EDI) strategies, including those of Loughborough Students' Union and Loughborough University.
- Must be able to adhere to confidentiality, ensuring appropriate safeguarding processes and policies are followed when needed.
- Able to learn fixed processes for managing disclosures and signposting to Union, University, and other external support agencies.
- Is fair and balanced when faced with issues and problems
- Should be personable, approachable, open and kind
- Needs to be comfortable dealing with conflict resolution, and challenging circumstances faced by some students.
- Needs to have the ability to mind your own personal wellbeing, seek advice and help when needed, and be ready to delegate when necessary.

# Individual Responsibilities:

- Act as the student-representative lead on equality, diversity, inclusion, welfare and mental wellbeing for both Loughborough Students' Union and Loughborough University.
- Act as the student-representative lead on ensuring that minority, liberation groups, communities and other under-represented groups are championed, supported and represented.
- To liaise with the University and external groups on equality, diversity, inclusion, welfare and mental wellbeing related issues and events, ensuring student views are represented.
- Empower and support the development of the Welfare and Diversity committee members, associations, Hall Reps and Department SIOs, within the Welfare and Diversity Section.
- Chair the Welfare and Diversity Committee (composition of which will be outlined in the Sectional Constitution).
- Act as the main student-representative contact for support for students and signpost them to appropriate services within the Union, the University and external organisations.
- To lead on campaigns and events that support students in the community, working with local stakeholders and developing multi-agency partnerships.
- Where appropriate, work with the President to resolve issues regarding students living off-campus.

## Trustee Responsibilities:



The Trustees are the primary representatives of the student body. They promote the interests of our members at institutional, local, national and international levels to achieve direct benefits for students. Trustees are responsible for ensuring that the aims, the Memorandum and Articles of Association and the policies of Loughborough Students' Union are upheld.

The Executive Committee are Trustees of Loughborough Students' Union, they are responsible for: -

- Working collectively with the Union Director and Senior Staff to ensure that Loughborough Students' Union has a clear vision and strategy that recognises its values and meets the needs of its members.
- Financial scrutiny of management accounts
- Monitoring and evaluating the performance of Loughborough Students' Union against targets and ensuring that it is focussed on achieving its strategic goals.
- Participating in recruitment panels
- Complying with good governance principles in finance, employment and the law, whilst ensuring that guidance from relevant bodies is followed.
- Managing and implementing projects in line with strategic plans and Union policy
- Applying Union policy to service provision by working with management
- Supporting all committees and Part-Time Officers in carrying out their duties effectively
- Ensuring all stakeholders' views are represented and their needs are considered
- Reporting regularly into Union Meetings on individual areas of responsibility and activity
- Communicating effectively with members within the Students' Union
- Acting as a conduit for dialogue between students and their institutions, the University and College.
- To commit to reducing the Students' Union environmental impact and promote environmental and ethical good practice.
- Provide a student input by working with staff to ensure our membership and commercial services meet the needs of students.
- Carry out the above duties with due regard to the Union's policies on Health and Safety, Safeguarding and Customer Care and Equal Opportunities.

## Union Committees:

Board of Trustees

LSU Executive Committee

Welfare & Diversity Committee

Student Operations Committee

## University/College Committees:

Human Resources Committee

Equality & Diversity Operational Group

Student Discipline Committee

Student Experience Team

Access and Participation Sub-Committee

Sexual Violence Working Group

Wellbeing Advisers Group

Race Equality Action Group

Communication and Engagement Working Group

Data and Surveys Working Group

Trans and Non-Binary Task and Finish Group

## Other Responsibilities:

In the absence of the Lead Executive Officer attend University meetings for:

Academic Misconduct Committee

Academic Misconduct Appeals Committee

Student Disciplinary Hearings

In the absence of the Vice President, run Union disciplinarys.