

Your SU Leadership

# Elections

Business and Law  
College Officer



# Role description

This role is to represent the students within the College of Business and Law at Coventry campus. You will act as the primary spokesperson for all students within the college, at every level, working with the University, Students' Union and wider community to ensure everyone is represented and has the opportunity to contribute to shape their student experience.

## As a part-time 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 student voice activity, ensuring quality is maintained, supported and developed
- Build relationships and manage stakeholders to facilitate the improvement of the overall student experience in your college bringing about positive change
- Take part and lead in Students' Union activities, events and campaigns on a college, and group-wide, level
- Plan for, and achieve, the aims and objectives you set within your manifesto
- Be a key decision maker in a range of Students' Union committee meetings, on behalf of the student body
- Support with 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:

- Regular meetings with staff lead
- Student voice working group
- Board of Study meetings
- College Board
- Coventry Executive
- Union Affairs
- Education Executive

The role is open to all students currently studying within the College of Business and Law, who have current student status and whose student status does not end before 17 December 2024. You must maintain current student status throughout your time in role. You must be eligible to work up to 10 hours per week in 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 Part-time Officer (PTO) roles.

- The Role will run from 17 June 2024 until 31 May 2025. You must complete a minimum of a 6 month term in post, meaning that your current student status must run until at least 17 December 2024, for you to be eligible.
- You must also be eligible to work in the UK for the entirety of your term in office.
- You will be expected to work up to 10 hours per week. Your weekly hours must be agreed with your staff lead, in accordance with your manifesto and other duties required as part of the role.
- At times, you may be required to work flexibly, this could include evenings and weekends.
- You will be paid £10.83 per hour, plus paid holiday.
- 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.

**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)**