

## Part-Time Officers Role Descriptions

<b>Job Title:</b>	Part-time Student Officer	<b>Job Category:</b>	Employed
<b>Salary:</b>	£12 per hour (Living Wage) plus holiday pay	<b>Contract length:</b>	Fixed term
<b>Start date:</b>	Induction date: 21 June (2024)  Start date: 30 September 2024	<b>End Date:</b>	31 July 2025
<b>Hours of work</b>	To be negotiated	<b>Place of Work:</b>	Dunelm House, Durham Students Union

### 1. Faculty Officers (X4)

The Faculty Officers will:

- Be lead student representative within their Faculty and be Durham SU nominees to Durham University Senate.
- Coordinate and champion the student representatives within their Faculty.
- Coordinate and champion student academic interests across Faculties, as members of the Durham SU Education Committee.

What this might look like on a day-to-day basis:

*As a Faculty Officer, you will work closely with the other academic representatives from within your faculty, tackling issues arising for students and representing their views to University staff within your faculty, and the wider University. You will attend committee meetings with University and Durham SU staff, as a student representative, and work on projects to improve the academic experience for students. You will have the opportunity to influence and input into SU policy through Assembly, and as part of the Officer Committee, who are responsible for determining the day-to-day priorities of the SU. You will lead and contribute ideas to exciting change campaigns to bring about real change for students within your faculty. You will provide direction to the SU on our strategic goals to improve induction at Durham, increase access to Durham, and represent the academic interests of students well.*

Please note: this role is open to all students enrolled on a course aligned to a particular Faculty of Durham University. There will be one Faculty President per Faculty.

### 2. The International Students Officer (X1)

The International Students Officer will:

- Be lead student representative for international students and be Durham SU nominee to Durham University committees and working groups for international students.
- Coordinate and champion international student representatives across Durham.

- Coordinate and champion international student interests across Durham, as a member of the Durham SU Education Committee and Community Committee.

What this might look like on a day-to-day basis:

*As International Students Officer, you will spend time representing the views of international students to the University. You will attend committee meetings with University and Durham SU staff, as a student representative, and work on projects to improve the academic and wider student experience for international students. You will listen to international student concerns and work to find solutions to issues that arise. You will have the opportunity to influence and input into SU policy through Assembly, and as part of the Officer Committee, who are responsible for determining the day-to-day priorities of the SU. You will lead and contribute to exciting campaigns to bring about real change for international students. You will provide direction to the SU on our strategic goals to improve induction at Durham, increase access to Durham, and represent the academic interests of students well, as they relate to international students.*

Please note: this role is open to all non-UK fee paying students at Durham University.

### 3. Postgraduate Research Students Officer (x1)

The Postgraduate Research Students Officer will:

- Be lead student representative for postgraduate research students and be Durham SU nominee to Durham University committees and working groups for postgraduate research students.
- Coordinate and champion the postgraduate student representatives across Durham.
- Coordinate and champion postgraduate student academic interests across Durham, as a member of the Durham SU Education Committee.

What this might look like on a day-to-day basis:

*As Postgraduate Research Students Officer, you will spend time representing the views of PGR students to the University. You will attend committee meetings with University and Durham SU staff, as a student representative, and work on projects to improve the academic and wider student experience for PGR students. You will listen to PGR student concerns and work to find solutions to issues that arise. You will have the opportunity to influence and input into SU policy through Assembly, and as part of the Officer Committee, who are responsible for determining the day-to-day priorities of the SU. You will lead and contribute to exciting campaigns to bring about real change for PGR students. You will provide direction to the SU on our strategic goals to improve induction at Durham, increase access to Durham, and represent the academic interests of students well, as they relate to PGR students.*

Please note: this role is open to all postgraduate research students at Durham University.

### 4. The Societies Officer (x1)

The Societies Officer will:

- Be lead student representative for the interests of student social, cultural and developmental services and experiences.

- Coordinate and champion the work of student groups across Durham, representing their interests to Durham SU, Durham University and others, as a member of the Durham SU Community Committee
- Chair the Societies Committee of Assembly.

What this might look like on a day-to-day basis:

*As Societies Officer, you will spend time representing the interests of students who take part in extra-curricular activities to the University. You will attend committee meetings with University staff as a student representative and work on projects to improve the experience for students who take part in extra-curricular groups or activities. You will listen to student concerns and work to find solutions to issues that arise. You will have the opportunity to influence and input into SU policy through Assembly, and as part of the Officer Committee, who are responsible for determining the day-to-day priorities of the SU. You will lead and contribute to exciting campaigns to bring about real change for students who take part in extra-curricular groups or activities. You will provide direction to the SU on our strategic goals to bring students together through societies or events, increase the sense of belonging at Durham, and help students discover something new.*

Please note: this role is open to all full members of Durham SU's student groups.

#### 5. The Sustainability Officer (x1)

The Sustainability Officer will:

- Be lead student representative for the interests of student sustainability and to be a member of Durham University committees and working groups related to sustainability.
- Coordinate and champion the work of student groups, representatives and volunteers working to improve sustainability within Durham University and the community, as a member of the Durham SU Community Committee.
- Chair of the Sustainability Committee of Assembly.

What this might look like on a day-to-day basis:

*As Sustainability Officer, you will spend time representing the interests of student sustainability to the University. You will work closely with sustainability student groups and volunteers, leading a network of students campaigning to make positive change in Durham's approach to sustainability. You will attend committee meetings with University and Durham SU staff, as a student representative, and work on projects to increase sustainability in the DU student experience. You will listen to student concerns around sustainability, and work to find solutions to issues that arise. You will have the opportunity to influence and input into SU policy through Assembly, and as part of the Officer Committee, who are responsible for determining the day-to-day priorities of the SU. You will provide direction to the SU on our strategic goals to bring students together, build confidence in the purpose of an SU at Durham and tackle the big issues that hold students back.*

Please note: this role is open to all students who are passionate about or campaigning for or studying sustainability across the university

#### 6. The Welfare Officer (x1)

The Welfare Officer will:

- Be lead student representative for the interests of student welfare and support services and experiences.
- Coordinate and champion the work of student welfare groups and volunteers across Durham, representing their interests to Durham SU, Durham University and others, as a member of the Durham SU Community Committee.
- Chair the Welfare Committee of Assembly.

What this might look like on a day-to-day basis:

*As Welfare Officer, you will spend time representing the interests of student welfare to the University and the wider local community. You will work closely with student welfare groups and volunteers across Durham, leading a network of students campaigning to make positive change on welfare issues. You will attend committee meetings with University and Durham SU staff, as a student representative, and work on projects to improve both the support services at Durham and the experiences of those that use them. You will listen to student concerns and work to find solutions to issues that arise. You will have the opportunity to influence and input into SU policy through Assembly, and as part of the Officer Committee, who are responsible for determining the day-to-day priorities of the SU. You will provide direction to the SU on our strategic goals to tackle the big issues that hold students back.*

Please note: this role is open to all welfare volunteers across Durham University.

#### 7. The Liberation Officer (x1)

The Liberation Officer will:

- Be lead student representative for the interests of student equity, inclusion, diversity, and liberation services and experiences.
- Coordinate and champion the work of student equity, inclusion, diversity, and liberation groups and volunteers across Durham, representing their interests to Durham SU, as a member of the Durham SU Community Committee.
- Chair the Liberation Committee of Assembly.

What this might look like on a day-to-day basis:

*As Liberation Officer, you will spend time representing the interests of student equity, inclusion and diversity (EID) to the University and the wider local community. You will work closely with student liberation groups and volunteers across Durham, leading a network of students campaigning to make positive change on issues of EID. You will attend committee meetings with University and Durham SU staff, as a student representative, and work on projects to improve the experience of students at Durham from an EID perspective. You will listen to student concerns and work to find solutions to issues that arise. You will have the opportunity to influence and input into SU policy through Assembly, and as part of the Officer Committee, who are responsible for determining the day-to-day priorities of the SU. You will provide direction to the SU on our strategic goals to tackle the big issues that hold students back.*

Please note: the eligibility criteria for this role will be determined at an Assembly meeting on 30 May 2024.

#### 8. The JCR Presidents Committee Member (x1) and the MCR Presidents Committee Member (x1)

The Chairs of the JCR Presidents Committee and the MCR Presidents Committee will:

- Be lead representatives for the interests of students' residential and collegiate experience to Durham SU, and through Durham SU to Durham University.
- Coordinate and champion the shared interests of Common Rooms and Durham SU.
- Coordinate and champion the work of groups and volunteers in Common Rooms within Durham SU.

What this might look like on a day-to-day basis:

*As JCR/MCR Presidents Committee Chair, you will spend time representing the interests students' collegiate experience to the University. You will work closely with common rooms and volunteers across Durham, leading a network of students campaigning to make positive change on issues within the collegiate and residential experience at Durham. You will attend committee meetings with University and Durham SU staff, as a student representative, and work on projects to improve the college experience. You will listen to student concerns and work to find solutions to issues that arise. You will have the opportunity to influence and input into SU policy through Assembly, and as part of the Officer Committee, who are responsible for determining the day-to-day priorities of the SU. You will provide direction to the SU on our strategic goals to tackle the big issues that hold students back.*

Please note: the JCR Presidents Member will be nominated by JCR Presidents Committee and the MCR Presidents Committee Member will be nominated by MCR Presidents Committee.