

VICE PRESIDENT COMMUNITY

The Vice President Community is a part of the Full-Time Officer (FTO) team in the Student Union. In this role, you will work closely with FTOs, staff across the Union, and our brilliant student representatives to make sure we understand what our members (any students enrolled at our UK campuses) need and respond as quickly as possible.

This is a **full-time position**, based in Riccarton, and is fixed term. You will be in post from 1st June 2024, with your first day being the 3rd June 2024, and you'll finish on the 31st May 2025. The salary is around £23,800.

For this role you must be available for in-person training during the handover period (27th - 29th May) and induction period in the first two weeks of June.

ABOUT HERIOT-WATT STUDENT UNION

HWUnion works to support the student experience, whether that is by speaking up for students in university meetings, making students feel like they belong in the Heriot-Watt community, helping people to make a change, championing people when they're doing well or dusting people off when things don't quite go to plan. Our elected officers, staff and volunteers all make this happen under one simple goal.

Students First, Always.

HOW DO I GET THE JOB?

This is an **elected** position. Applications open on the 31st January, and close on the 21st February, then you'll get your campaign ready! From the 11th March, **students will vote** for who they think the VP Community (along with other elected positions) should be. You get the job by convincing them you're the right person for the role.

You'll be elected based on the experience you have and what skills you'll bring to the team, as well as what you think the key areas for students are going to be next year.

JOB DESCRIPTION

This is a job like no other, and no two days will look the same! You'll be elected in on a set of 'promises' you've made to students (your manifesto!), and you also have

day-to-day responsibilities on top of that. Some days you'll need to work a bit later (or even start a bit earlier if you're in a global meeting!).

THE ROLE IN A NUTSHELL...

- U Work with Society Leaders and volunteers to engage them with Union projects and initiatives and think of new ways to improve and develop them.
- U Support and Chair Societies Council (a monthly meeting with society leaders), Student Life Group (a monthly meeting open to any student who want to make a difference to student life at Heriot-Watt) and the Sustainability Working Group (a monthly meeting to improve sustainability at Heriot-Watt).
- U Plan events and initiatives to build community on our UK campuses.
- U Campaign and represent students on issues affecting their lives such as cost of living, housing, transport and other appropriate issues.
- U Lead the work on Sustainability to encourage students and influence the University to make progressive changes.
- U Work with the University to develop and deliver the [Student Partnership Agreement](#).
- U Speak to students about their experience.
- U Keep students and staff updated with what you're working on and achieving.
- U Speak at key events (like inductions and graduations!)
- U Attend, support and promote activities the Union is carrying out, like Freshers' Week.
- U Anything else that is required which may not fall within your remit (like painting the office, filling in for other FTOs if they're off, decorating the Union for Christmas etc).

WHAT MIGHT A DAY IN THE LIFE OF THE VICE PRESIDENT COMMUNITY LOOK LIKE?

This isn't what every day will look like, but it'll give you a snapshot of what a day *might* look like.

- U You come into work at 8.50am and start your laptop up. After you've made a cup of tea and said hello to the team, you have a catch-up with the Activities Coordinator to look at setting up a new student buddy scheme.
- U Once you've finished that meeting you respond to all urgent emails in your inbox, because tomorrow you have a Sustainability Bootcamp all day, so you know you won't have time then.

- U** Next up, you have a weekly drop-in session with societies to offer support and guidance. You help them think through their idea, and schedule time in to catch-up and help them get the word out about their event.
- U** A Society gets in touch because they're having issues accessing their bank account, you send them a friendly email and point them in the direction of the Activities Coordinator who will help them out.
- U** You want to run an activity at our Scottish Borders Campus because things have been quite quiet this semester and they want the Union to do more. You're heading down later this week to understand what activity they want to see and you call a few venues to organise seeing their spaces in town.
- U** Phew, it's lunch time and you spend an hour with the other FTOs and some of the Union staff team in Liberty's, chatting about what you'd all been up to at the weekend.
- U** After lunch, you work on planning a Carnival event to raise money for charity. You contact external companies to provide you with fun fair games, then you speak to the Union Food and Beverage Manager to think of ways the Union can theme food and drink. You reach out to the charity you are raising money for, and externals that can help sponsor the event.
- U** At 2pm you're sent an article that mentions Heriot-Watt students being the victims of housing scams. You put everything on hold and prioritise tackling this issue. You set up a meeting with the Marketing Coordinator to put a post on social media with accurate housing resources and top tips on how to prevent being scammed. You contact the other Vice President Community's across Scotland to see if their students are facing similar issues and what they're doing about it. You also start working on a housing toolkit for the website, so students have access to all the resources available to them in one easy place.
- U** One of the Orkney based MPs wants to discuss holding more events for students at the campus in Stromness. You have an online meeting with other FTOs and staff to discuss how they can access the Gala/Orkney fund, along with what types of events the students at Orkney would like to see.
- U** At 5pm you chair Societies Council. You give an update on what you've been working on in the last month, and then society leaders have the chance to ask you any questions. You then run through the funding applications that have been submitted and facilitate a heated discussion about where funds should be spent.

TRUSTEE

As Vice President Community, you're also automatically a member of Heriot-Watt Student Union's Trustee Board, overseeing the financial, legal and strategic activity of the organisation. It sounds like a lot, but you'll have guidance and support from the Chair of the Board, and it is really valuable experience that will make you stand out in future!

KEY ATTRIBUTES THE VICE PRESIDENT COMMUNITY SHOULD HAVE

Anyone can run to be Vice President Community! To be successful in the role, you should be:

- U** Really passionate about making student life the best it can be. Do you like chatting to students and understanding their experience? In this job you'll need to actively seek out students to speak to them. It can feel daunting, but it's a brilliant life skill to build!
- U** Excited to make positive changes – this role is not about keeping things ticking along. Use your initiative to make things happen!
- U** Organised – you're going to have to juggle a lot of meetings, emails, and student demands! This role also tends to organise lots of events, from Freshers' Week to Global Day and plenty in-between, so understanding how to plan and stay organised is key.
- U** A good motivator – you may need to encourage societies to run events and get on board with your ideas, you may need to get them excited about things!
- U** Enthusiastic about sustainability. In this role, you'll be the lead on sustainability work in the Union. Are you passionate about divestment? The queen of recycling? A climate champion? This might be the role for you!
- U** A champion of charities. You'll lead work on charitable events for external organisations, from Movember to Macmillan coffee mornings – you'll try to understand what charities are important to students, and the best ways we can support them.
- U** A team player – you're going to work within our brilliant team of elected officers, and you might have to work on things that aren't always based on Community.

WHO YOU'LL WORK WITH...

The Vice President Community works with a bunch of people across the Union and the University. In this role you'll need to develop and build relationships with our key stakeholders:

- U Students!
- U Society members (especially Society Leaders)
- U Societies Member of Parliament
- U Student Life Group Member of Parliament
- U Full Time Officers
- U Union Senior Management Team
- U Student Engagement Department (especially the Activities Coordinator!)
- U Marketing Coordinator
- U University Head of Student Life
- U University ResLife team
- U Chaplaincy
- U University Global Environmental Sustainability Group
- U Heriot-Watt Sports Union
- U Your counterparts in other Unions

TRAINING

Don't worry, we're not expecting you to understand or know everything before you start! There will be extensive training and support to make sure you're ready and able to take on the job. You just need to bring passion, energy and enthusiasm to the role! Once you're elected, you'll have the opportunity to shadow meetings, attend a Student Parliament and have handover with the outgoing Vice President Community.

We run a full induction programme in the first two weeks of June, where you'll get to know the other Full Time Officers, staff at the Union, and build on skills you'll need in the role!