

Assistant President of Union Development

Assistant President of Union Development- Purpose of this post

- You MUST BE OVER 18 to apply for this role.
- Responsible for the overseeing the good administration of SU finances, the accounts process, reporting on spending and recommending what is appropriate to spend SU finances on.
- Responsible for progressing and developing the SU.
- A student who has an eye for value for money.
- A student who can spot potential revenue streams and reports on spending.
- Knowledge of accounts desirable but not necessary.

Main duties and responsibilities

- Be the key officer for volunteering and opportunities, including being the Leader of the SU Crew (the central volunteering space for the Union).
- Oversee the development of the union in accordance with strategic objectives. This might include expansion or redevelopment of physical spaces, implementation of new services, or fostering new partnerships.
- Explore new funding streams for the SU and along with the help of the Student Development Officer find and apply for funding bids.
- Regulate expenditure of the Union in such a way as to maximise Union activities and Authorise cheque and petty cash payments by acting as Finance Officer for Dudley Students' Union.
- Present an update of income and expenditure to each meeting at the Big Student Get Together.

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- Explore organisations that could sponsor SU events in collaboration with the Assistant President of Media and Outreach.
- Carry out duties that have been delegated to you by the Students' Union.

General duties and responsibilities

- Volunteering 4 hours per week in your job role.
- Act reasonably always in the best interests of the Union.
- To present your work and feedback at Union Parliament and SU Team Meetings.
- Talk to students about services, events and activities via Out and About.
- To attend conferences and training events as and when required
- To attend SU activities dressed in promotional uniform (provided by the SU).
- To demonstrate good time management and use of own initiative.
- If over 18 years old to act as a Trustee of the Students' Union.
- Work alongside NUS on identified national campaigns.
- Carry out duties as laid down by the Leadership Team and Union Parliament.

Key working relationships

As an Assistant President, you will liaise with a range of colleagues within the Students' Union, college staff and students including college management, governors, local members of parliament, National Union of Students, local and national Students' Unions and local organisations.

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Key meeting attendance

As an Assistant President, you will be required to attend Leadership team meetings and training every week and to attend Union Parliament once per term.

Benefits of the post

- Uniform.
- Full training provided by the Students' Union and National Union of Students - No experience is needed.
- Amazing for personal development – add to CV/Personal Statement.
- Meet new people and make new friends, Influence the direction and strategy of the Students' Union.
- Develop time management skills.
- Get involved in planning and organising events.
- Contribute to representing the student body and contributing to the student experience.
- Develop a wide range of communication skills.
- Make a difference.
- New opportunities and challenges.
- Enhance your employability.
- Prove your commitment and passion.
- Develop skills that equip you for life and work.
- Certificate for participation and reference on request.