

Job Description

Bradford College Students' Union Education & Welfare Officer (Further Education)

Purpose of the Post:

- 1 To promote, and support the Bradford College student voice system, working with course representatives throughout the year.
- 2 Working with the Students' Union advice service, lead on student issues relating to further education students' education and welfare.
- 3 Be the lead voice for students on matters relating to teaching, learning, student safety and wellbeing.

Based in the David Hockney Building, the post holder may be required to work at or from any of the Bradford College Students' Union's campuses.

1) Duties of the post:

- 1 To work closely with and support FE Course Representatives, relevant Students' Union staff and the academic quality team at the college to improve the students learning experience.
- 2 Keep the Students' Union, college staff and FE student body updated on; college, national and local matters that affect the welfare and education of students.
- 3 To work with the Students' Union to ensure the smooth running of student voice systems including forums and surveys.
- 4 To work with the Students' Union and college staff to ensure that the welfare needs of FE students are understood and met.
- 5 To meet with senior staff to discuss and raise FE education and welfare issues.
- 6 To work with the Personal Development Team to organise and support a range of education and welfare activities and events throughout the year.
- 7 Support education and welfare themed societies within the Students' Union.
- 8 Participate in appropriate Student's Union and Bradford College organised events.
- 9 Be prepared to work outside your contracted hours including during evenings and weekends when necessary, occasionally travelling to attend conferences and training. (Covid restrictions may apply)

2) Responsibilities of the post:

- 1 Be the lead representative for students for FE Education and Welfare issues in the Students' Union..
- 2 Be the lead for FE Education and Welfare campaigns and activities in the Students' Union.
- 3 Collect and provide FE Education and Welfare student feedback to the Students' Union and the college to improve the student experience.
- 4 Regularly meet with Bradford College's Executive Leadership team and represent the views of FE students at cross college committees (for example, the Equality, Diversity & Inclusion Committee, Academic Board) when required.
- 5 To provide a high-quality standard of service to all members of Bradford College Students' Union.

3) Other Duties

- 1 To attend appropriate meetings as and when required by the Union.
- 2 To abide by the Union's legally defined purpose, policies and procedures at all times.
- 3 To contribute to the positive image of the Union with FE students, the college and the local community.
- 4 Value equality, diversity and inclusion at all times and work to remove barriers to equality.
- 5 Be an excellent role model who promotes high standards of integrity and honesty and represents the organisation's values.
- 6 To undertake other tasks and responsibilities appropriate with the level and nature of the post as required.
- 7 Maintain close communication with the Students' Union, either in person or online.
- 8 Undertake the relevant training provided by the SU/ NUS, which will equip you with the skills and tools to succeed in the role.
- 9 To provide a high-quality standard of service to all members of Bradford College Students' Union.

Contract Dates. Salary & Benefits

- July 2024- June 2025
- Part time hourly paid- £11.19 per hour

If you are the successful candidate we will contact you to complete a Disclosure & Barring Service check, relevant to the post you have applied for, at the point we issue your offer letter/contract. You will be required to present your original ID documents to support your DBS application. You must be at least 16 years old.