

## Job Description

# Bradford College Students' Union Education & Welfare Officer (Higher 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 higher 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 HE 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 HE student body updated on; college, national and local matters that affect the welfare and education of HE 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 HE students are understood and met.
- 5 To meet with senior staff to discuss and raise HE 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 HE Education and Welfare issues in the Students' Union.
- 2 Be the lead for HE Education and Welfare campaigns and activities in the Students' Union.
- 3 Collect and provide HE 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 HE 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 HE 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**

- January 2026 - June 2026
- Part time hourly paid- £12.21per hour