

JOB DESCRIPTION

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

ROLE PURPOSE

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

DUTIES OF THE POST

- 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.
- 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.
- To work with the Students' Union to ensure the smooth running of student voice systems including forums and surveys.
- To work with the Students' Union and college staff to ensure that the welfare needs of HE students are understood and met.
- To meet with senior staff to discuss and raise HE education and welfare issues.
- To work with the Personal Development Team to organise and support a range of education and welfare activities and events throughout the year.
- Support education and welfare themed societies within the Students' Union.
- Participate in appropriate Student's Union and Bradford College organised events.
- Be prepared to work outside your contracted hours including during evenings and weekends when necessary, occasionally travelling to attend conferences and training.

RESPONSIBILITIES OF THE POST

- Be the lead representative for students for HE Education and Welfare issues in the Students' Union.
- Be the lead for HE Education and Welfare campaigns and activities in the Students' Union.
- Collect and provide HE Education and Welfare student feedback to the Students' Union and the college to improve the student experience.
- To provide a high-quality standard of service to all members of Bradford College Students' Union.

OTHER DUTIES

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

CONTRACT DATES, SALARY & BENEFITS

Term of Office	One year (with the option to stand again, in line with the Students' Union policy)
Term of Office	1 st July 2026 – 30 th June 2027
Salary	Part time hourly paid- £12.21per hour
Line Manager	Personal Development Team Leader
Location	Based in the David Hockney Building, the post holder may be required to work at or from any of the Bradford College campuses.

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.