



## Part-time & Commuter Students Officer (Voluntary)

### Job Description and Person Specification

#### Summary

Aston Students' Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.

#### Job Summary

To run for this officer role, you must be recognised as Part-time by the University and/or Commute to University.

The successfully elected student should run appropriate campaigns specific to Part-time and Commuter Students on campus, with resources and other support from the SU. The officer should raise awareness of the issues affecting Part-time and Commuter students through means of campaigns.

**Principle Purpose of Job:** The Part-time and Commuter Students Officer role is to represent the views and interests of Part-time and Commuter students and to campaign on any relevant issues.

**Work Location:** Aston University Campus: Aston Students' Union, B4 7BX

**Responsible to:** Students' Union Council

## **Equality, Diversity and Inclusivity**

Aston SU is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in this process, please get in touch to discuss your needs, [union.voice@aston.ac.uk](mailto:union.voice@aston.ac.uk).

### **Main Duties and Responsibilities:**

- A. Make themselves available and recognisable to the student population so they can bring up relevant issues with the officer.
- B. Identify and organise campaigns to raise awareness of the relevant issues affecting Part-time and Commuter students. The Part-time and Commuter Students Officer will lead the direction of their remit, collaborate with other SU Officers, and get involved in relevant areas of the SU.
- C. Scrutinise both the Union's and University's Equality & Diversity policies to ensure that they protect the rights of and promote the involvement of part-time and commuter students; and to ensure that the Equality & Diversity policy is properly implemented at all times.
- D. To produce campaign materials and resources to inform and educate all students about Part-time and Commuter Students' issues.

### **General Responsibilities:**

- A. Any other duties reasonably required by the SU Council or Executive Committee.
- B. Attend relevant meetings within the SU, with the University and other internal stakeholders.
- C. Ensuring activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage

and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

## Standards

- A. The post holder will be expected to both professionally and personally, display a positive image of Aston Students' Union.
- B. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
- C. To actively demonstrate commitment to equality, diversity and inclusion.
- D. The post holder will be expected to abide by the Union's various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

## Person Specification

### Essential:

- Recognised as a part-time student by the University  
And/or
- A commuter student is considered as such by having a home address that is the same as their contact address on MAP.

## Applicant information

- If you would like to clarify any information or have an informal chat about the role, please email [union.voice@aston.ac.uk](mailto:union.voice@aston.ac.uk).
- **Nomination period:** From 14/November/2022 9am until 20/February/2023 9am.
- **Elections Training:** 22/February/2023 or 23/February/2023 2-3.30pm.
- **Manifesto Deadline:** 01/March/2023 at 12pm (noon).
- **Campaigning starts:** 06/March/2023 at 9am
- **Question Time:** 06/March/2023 from 2pm
- **Voting period:** From 07/March/2023 9am until 09/March/2023 12pm (noon).
- **Term of Office:** 1<sup>st</sup> July 2023 until 30<sup>th</sup> June 2024.

It is a voluntary role and the successful candidate will carry out the role alongside their studies. All elected Officers will be given training and support to carry out their role, so no previous experience is needed!