**Post-Grad and Mature Student Officer**

**Duration** Fixed term – 1st august 2021 to 31st July 2022

\*Newly elected Part-Time Officers should check with Student Union staff before making any summer holiday plans as they will be needed for training during the summer, and freshers’ events from the 18th - 26th of September\*

**About Bishop Grosseteste Student Union**

Bishop Grosseteste Students Union (BGSU) is the recognised representative channel between students enrolled on a programme of study at Bishop Grosseteste University (BGU), to the University and any other organisation outside of BGU. We work to represent your academic interests and to enhance your University experience. We offer a place for everyone to belong, and we actively listen, signpost, campaign and offer support when our members need it. We also hold events for our members, such as freshers’ events, weekly union events, campaign based events and run many different clubs and societies to enhance our members social interests.

**The Part-Time Officer Team**

The Post-Grad and Mature Students Officer sits within the Executive Committee in the Students’ Union. The team includes the following elected officers: Post-Graduate and Mature Students’ Officer, Ecological Sustainability Officer, International Officer, Events Officer, Charity Officer, and the Community Officer and two groups of non-elected officers including the Events Technicians, and the PEACH Team. These posts work closely with Union and University staff and with other student representatives to make sure the views, needs and academic interests of our membership (students!) are represented.

**Post-Grad and Mature Student Officer Description**

The role of Post-Grad and Mature Student Officer exists to represent the views and needs of our post-graduate students, mature students, and student parents, defending their rights, developing their student experience and representing their academic interests to the SU Student Leaders, and the University. The Post-Grad and Mature Student Officer is a key link between these students, the SU, and the University.

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| **Post-Grad and Mature Student Officer Specific Responsibilities** |
| * Be the SU representative for post-graduate students, mature students, and student parents. |
| * Liaise with post-graduate students, mature students, and student parents to ensure their views are represented with in the university community |
| * Work alongside the Events Officer and the Events Technicians to ensure that the events and activities are representative of the needs of Postgraduate students, mature students, and student parents, where possible |
| * Attend Senate and the Academic Enhancement Committee as the Post-graduate Representative |
| * Communicate with the postgraduate Course Reps to ascertain if there are any potential arising issues within their courses that may need to be addressed |
| * Work with the PEACH Team to create campaigns relevant to post-graduate students, mature students, and student parents |
| * Forge links with UOLSU to promote opportunities for mature, parent and post graduate students from both universities |

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| **General Part-Time Officer Responsibilities** |
| * Attend the monthly executive committee meeting |
| * Attend and be a voting member at student council |
| * Represent students voice locally, and nationally, and uphold the values of the Union at all times |
| * Display appropriate behaviours and attitudes at all times as outlined in the *[BGSU Code of Conduct].* |
| * Adhere to the expectations and responsibilities as outlined in the *[BGSU Volunteer Agreement].* |
| * Creating motions and policy for students through Student Council, and to action motions and policy passed by Student Council |

**Key relationships**

* **Student Union:** Student Leaders, Senior Management Team, and Communications and Marketing Team.
* **Members:** Executive Committee members, PEACH Team, Events Technicians, post-graduate course reps, post-graduate students, mature students, student parents.
* **University:** Student Engagement Facilitator
* **External Organisations:** UOLSU, NUS

**Key Meetings**

Union

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| * Executive Committee Meeting * AGM | * Student Council |

University

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| * Senate | * AEC |

**Job Specific Training**

* Extensive training and support will be provided to ensure that you are fully equipped for the role.
* Additional training and ongoing support are provided throughout the academic year.

**Key Election Dates**

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| **Event** | **Date** | **Time** |
| Campaign Training & Manifesto Workshop | Wednesday 31st March 2021 | 13:00 |
| Nominations Open | Monday 19th April 2021 | 09:00 |
| Nominations Close | Friday 30th April 2021 | 17:00 |
| Candidate Training | Friday 23rd April 2021 | ? |
| Campaigning can begin | Monday 26th April 2021 | 09:00 |
| Hustings | Monday 3rd May 2021 | 18:00 |
| Student Leader Debate | Tuesday 4th May 2021 | 18:00 |
| Voting Opens | Wednesday 5th May 2021 | 09:00 |
| Voting Closes | Friday 7th May 2021 | 17:00 |
| Election Results Night | Friday 7th May 2021 | 19:00 |