

Union Affairs Officer

Role Description

The Union Affairs Officer is a full-time employee at Arts SU and is paid a salary of £31,000 for a full academic year.

The Union Affairs Officer is the public voice of the Students' Union and UAL students on central university issues. You will work with Arts SU, fellow Elected Officers, students, university staff and external organisations to represent and review key student issues, whilst leading vibrant and engaging priorities or campaigns which meet the needs of UAL students.

You will lead on the development of Arts SU activities, facilities and services to ensure these are accessible for all UAL students. Working with student representatives, the university, and Arts SU staff, you support the democratic work of Arts SU, encouraging students to engage with decision making processes, including elections, all-student forums, annual member meetings, and the online ideas platform.

You will be the key liaison with the central University, attending various university committees, including the University Board of Governors where they attend as a Student Governor. You will use these meetings to champion the views of students at UAL and develop a positive working relationship with the University, identifying progress, shared priorities and updating on the work of other Elected Officers.

Union Affairs Officer

Role Description

Why become the Union Affairs Officer?

If you're passionate about making UAL better, empowering students' voices, want to challenge and grow yourself and devise creative solutions to the challenges students face, get involved.

Benefits include:

- Salary of £29,000 for an academic year.
- Connect with students and staff across UAL and Arts SU.
- Develop skills in empowering creative voices, problem solving, communication, team working, commercial awareness, event planning and project management.
- Grow confidence in representing creatives within the Arts.
- Develop understanding of Arts education and the challenges facing students today.
- Attend arts-based events with other elected officers and Arts SU staff.
- Take part in training, networking and professional development opportunities and conferences provided both internally by Arts SU & UAL, and externally across the Higher Education sector.
- Shape the future of UAL and Arts SU.

Union Affairs Officer

Role Description

What does the Union Affairs Officer do?

- Gather and represent the views, ideas and experiences of students at UAL on university-wide matters including communication, library services, student support, and other central services to improve the student experiences.
- Leads priorities and/or campaigns based on the needs of all students at UAL, and support Arts SU campaigns.
- Attends and actively engages in meetings, including the University Board of Governors, its relevant subcommittees, and holds and attends other University meetings as appropriate.
- Works with Arts SU to shape their work on liberation, equity, diversity, and inclusion, as well as the organisational strategic priorities.
- Oversees the direction, finances, staff and governance of the organisation at Trustee Board meetings in your role as an Arts SU Trustee.
- Act as the first point of contact with the National Union of Students and other stakeholders as required.
- Supports key Arts SU events and campaigns such as Welcome Week, Elections, Exhibit, and Liberation Events including Black History Month, LGBTQ+ History Month, International Women's Day, and more.

What training and support will I receive?

- In-person and online training delivered by Arts SU staff, University staff, and external providers.
- Mentoring and Coaching from the Arts SU Senior Leadership Team and External Providers.
- Training Conferences & Socials internally and externally.

Union Affairs Officer

Role Description

What training and support will I receive?

- Regular catch ups with Arts SU staff to provide guidance and advice for the role.
- University committee support from Arts SU staff through briefings and attendance.

How do I become the Union Affairs Officer?

- You must be a current UAL student or current Elected Officer who is rerunning to stand in the elections.
- As the role is full-time and paid, to fulfil this you must either take a year out of study or undertake it after completing your course.
- No previous experience needed; just enthusiasm and passion to improve the student experience at UAL.
- We encourage students with characteristics underrepresented in Higher Education to stand for this role, including Black UK-students, International students, disabled students, Women, LGBTQ+ Students, Trans Students, Commuter Students, Students with Caring Responsibilities and Part-time Students.
- Standing for Elected Officer roles open as part of the Arts SU Elections held in February/March each year via the Arts SU website.
- As a candidate in the election, you'll be supported by Arts SU staff through this process. You will receive guidance and resources to support your candidates.

What we expect from you

- Attend in person and online training delivered by Arts SU.
- Attend and actively engage in University and SU meetings.
- Work effectively with the rest of the Elected Officer team, Arts SU staff, and University staff.

Union Affairs Officer

Role Description

What we expect from you

- Work 35 hours a week, including core office hours of Monday-Friday, 10am-4pm, and occasional weekend or evening work where required.
- Comply with all Arts SU regulations, policies and protocols.

What can you expect from Arts SU

- Timely information about activities e.g. meetings, trainings and events.
- Training and an open door if you have any questions or ideas about the role.
- Regular support from Arts SU staff to develop, monitor and deliver your priorities for the year.
- Support if you are struggling – we understand this can be a demanding role and we're available to work with you when needed.

If you have any queries about the role, you can get in touch with:

Shane Simpkin,
Campaigns & Student Voice Coordinator
s.simpkin@su.arts.ac.uk

Martin Dodd,
Deputy Chief Executive - Membership
m.dodd@su.arts.ac.uk