

Duties and responsibilities:

- Plan and lead campaigns, awareness raising events and activities to promote defend and extend the rights of your specific student group and to promote diversity and equality
- Lead a role specific Student's Peer Support Network and actively seek the views and feedback from the relevant student groups to develop initiatives to enhance the experience of students
- Act as a key point of contact for students within the Union and signpost to other services when appropriate to do so. Be responsible for the Part-time Officer's email account and respond to students in a timely and appropriate way
- Represent the views of the relevant student group within the Union, the University and on a national level.
- Keep-up-to date on issues and campaigns effecting students
- Promote and encourage student's engagement in union activities/events/opportunities
- Meet with the Diversity Officer on a regular basis and provide a termly update for publication
- Attend necessary committees and meetings and adhere to the termly time commitments (see below)

Part-time Officer - Time Commitment

Before start of autumn term

Introduction to RUSU (online training)	½ hour
Diversity & Equality (online training)	½ hour
Handover Meeting (with outgoing PTO)	½ hour
Introduction to Role (training)	4 hours
Meet with Coordinator (in person or via skype/phone)	2 hours
Meet with Diversity Officer (in person or via skype/phone)	1 hour
Complete forms, provide information for webpage, photos	1 hour
Plan promotion at Welcome Week (in person or via skype/phone)	2 hours
TOTAL	11 ½ hours

Autumn Term

Meet with Coordinator	2 hours
Meet with Diversity Officer	2 hours
Participation in Welcome Week Activities	4 hours
Attend Student Voice	2 hours
Attend Liberation & Representation Committee	4 hours
Attend Network	2 hours
Admin (emails, meeting prep)	10 hours (1 hour per week)

Progress Update (written)	1 hour
Campaign Planning	2 hours
Campaigning	Hours dependent on campaign
TOTAL	29 hours (+ campaigning)

Spring Term

Meet with Coordinator	2 hours
Meet with Diversity Officer	2 hours
Attend ASM (RUSU All Student Meeting)	2 hours
Attend Student Voice	2 hours
Attend Liberation & Representation Committee	2 hours
Attend Network	2 hours
Admin (emails, meeting prep)	10 hours (1 hour per week)
Progress Update (written)	1 hour
Campaign Planning	2 hours
Campaigning	Hours dependent on campaign
Promote election	1 hour
TOTAL	26 hours (+campaigning)

Summer Term

Meet with Coordinator	2 hours
Meet with Diversity Officer	1 hour
Attend Student Voice	2 hours
Attend Liberation & Representation Committee	2 hours
Attend Network	1 hour
Admin (emails, meeting prep)	8 hours (1 hour per week)
Progress Update (written)	1 hour
Handover Meeting (with incoming PTO)	½ hour
TOTAL	17 ½ hours

Role Specific

NUS Conference Delegate Training (Role Dependent)	2 hours
Attend an NUS Conference (Role Dependent)	1-3 days
NUS Conference Update (written)	1 hour
TOTAL	3 days