



London Metropolitan University  
Students' Union

## Volunteer Role Description's

### The SU

London Metropolitan University Students Union (LMSU) represents the voice of students studying at the London Metropolitan University and provides a number of services and opportunities for students, including societies, sport, events, part-time work opportunities and media activity.

The Union recognises volunteers as a core part of its team, with a distinctive but complementary role alongside paid staff and elected officers. The Union benefits from the skills, experience and enthusiasm of volunteers; we believe that volunteers should be able to gain personal benefits from the experience too. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.

This role description describes unpaid roles and the expectations of volunteers in that role it does imply you are under contract to perform specific tasks. We advise you read the volunteer handbook available at ... as it offers more information on how we support and value our volunteers across all areas of the union

### Hub / PT Officer's

<b>Area</b>	Democracy
<b>Role title</b>	Hub / PT Officer's
<b>Location</b>	Dependent on Faculty
<b>Link Person</b>	Eddie Rowley
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Promote student representation, activities, development and participation in the Union, University and Hubs / Faculties.</li> <li>• Promote the best interests of students in all places and in all decision making</li> <li>• Ensuring you are available to students, proactively seeking regular opportunities to engage.</li> <li>• Take an active involvement in the review, development and implementation of the Union's mission, values and strategic plan.</li> <li>• Ensure the Union operates democratically</li> <li>• Attend appropriate meetings and conferences and report back to Committees, and the membership.</li> <li>• Build and maintain good, professional and supportive working relationships with the other Officers, Union staff members, and other key contacts.</li> <li>• Promote a positive image of the Union.</li> <li>• Commit to your ongoing personal and professional development.</li> <li>• Work within Union policy, University policy and the law.</li> </ul>
<b>Time Commitment</b>	Variable but three hours a week on average

<b>Selection</b>	Election / Co-option
<b>Training and support</b>	Induction Access to SU and NUS training event and program
<b>Who's this role for</b>	Students who are interested in developing the university and Union Students with an interest in politics, democracy and community
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> </ul>

### Student Academic Rep (StAR)

<b>Area</b>	Academic Representation / Democracy
<b>Role title</b>	Student Academic Rep
<b>Location</b>	Dependent on Faculty
<b>Link Person</b>	Eddie Rowley
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Represent the views of students on their course, listen to students and raise issues on their behalf</li> <li>• Work closely with and regularly meet up with Course Leaders to address the issues raised</li> <li>• Work closely with the Sabbatical Officers and Hub Committee members who represent each faculty</li> <li>• Attend the Course Committee meetings to represent the students and address the issues raised by them</li> </ul>

<b>Time Commitment</b>	Variable but three hours a week on average
<b>Selection</b>	Election / Co-option
<b>Training and support</b>	<ul style="list-style-type: none"> <li>• Induction</li> <li>• Access to SU and NUS training event and program</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing the university and Union</li> <li>• Students with an interest in politics, democracy and community</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> </ul>

## Council Members

<b>Area</b>	Academic Representation / Democracy
<b>Role title</b>	Council Member
<b>Location</b>	Dependent on Faculty
<b>Link Person</b>	Eddie Rowley
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Represent the views of students</li> <li>• Listen to students and raise issues on their behalf</li> </ul>

	<ul style="list-style-type: none"> <li>• Work closely with the Sabbatical Officers and Hub Committee members who represent each faculty</li> <li>• Attend the Student Council meetings and training to represent the students and address the issues raised by them</li> </ul>
<b>Time Commitment</b>	Variable but four hours once a month on average
<b>Selection</b>	Election / Co-option
<b>Training and support</b>	<ul style="list-style-type: none"> <li>• Induction</li> <li>• Access to SU and NUS training event and program</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing the university and Union</li> <li>• Students with an interest in politics, democracy and community</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> </ul>

### Society Committee Member

<b>Area</b>	Activity
<b>Role title</b>	Committee Member
<b>Location</b>	Dependent on Faculty

<b>Link Person</b>	Shamim Ahmad
<b>Descriptions of Tasks</b>	<p>Societies have three key positions represented on their committee. These positions as follows:</p> <p><b>1. The Societies President (Chair) - The duties of the President shall be to:</b></p> <ol style="list-style-type: none"> <li>a. Be a figurehead of the Society.</li> <li>b. Ensure that the Society operates in accordance with the Students' Union constitution, policies and procedures as well as the Societies own constitution, aims and objectives.</li> <li>c. Oversee the day to day running and be the main point of contact for the Society.</li> <li>d. Chair the Societies meetings democratically and appropriately.</li> <li>e. Attend all relevant training sessions and meetings</li> </ol> <p><b>The Societies Secretary (Vice Chair) – The duties of the Secretary will be to:</b></p> <ol style="list-style-type: none"> <li>a. Deputise in the absence of the President and assist with duties as decided by the committee.</li> <li>b. Organising appropriate meetings keep records and update information to the Union Office.</li> <li>c. Ensure that the Society operates in accordance with the Students" Union constitution, policies and procedures as well as the Societies own constitution, aims and objectives.</li> <li>d. Attend all relevant training sessions and meetings.</li> </ol> <p><b>The Societies Treasurer - The duties of the Treasurer shall be to:</b></p> <ol style="list-style-type: none"> <li>a. Keep current accurate financial information of the Societies activities and to be responsible for all financial transactions (only the Treasurer may authorise withdrawals or expenditure).</li> <li>b. Ensure that the Society operates in accordance with the Students" Union constitution, policies and procedures as well as the Societies own constitution, aims and objectives.</li> <li>c. Attend all relevant training sessions and meetings.</li> </ol>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Election / Co-option
<b>Training and support</b>	<p>Induction</p> <p>Access to SU and NUS training events and program including</p> <ul style="list-style-type: none"> <li>• The benefits of running a society</li> <li>• Membership and fees</li> <li>• Support available from the SU (advice and guidance)</li> <li>• Finance and Fundraising</li> <li>• Website and social media</li> <li>• Society Forum</li> <li>• Student Council and societies</li> <li>• Annual General Meeting &amp; Electing Society Officers</li> <li>• Organising events and activities</li> <li>• Freedom of speech - guest speaker</li> <li>• Equal opportunity</li> <li>• Gender segregation</li> <li>• Health and safety</li> <li>• Risk assessment</li> </ul>

<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing societies</li> <li>• Student with an interest in developing leadership and administrative skills</li> <li>• Student who are interested in activities and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> </ul>

### Sports Leaders

<b>Area</b>	Activity
<b>Role title</b>	Sport Committee Member / Captain
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Danny Baker
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• <b>Communication-</b> Coaching and captaining sports teams is all about communication. Being clear what methods of communication work with your group and when to communicate are crucial in ensuring go turnout and a reduction of no shows. Try setting up a whatsapp group or select teams on Mondays to ensure that you have enough chance to react if and when needed.</li> <li>• <b>Respect-</b> In order to succeed coaches must understand that the players are students and that studies will always come first. Work together, plan together and you will win together.</li> <li>• <b>Facilities and equipment-</b> Facilities are booked at the times that you see on the website or have been told by the Team</li> </ul>

	<p>Sport Co-Ordinator. Please make sure that you are on time for all sessions.</p> <ul style="list-style-type: none"> <li>• <b>Social Media-</b> Please take the initiative and update and push social media as much as possible. Social Media is the #1 to recruit and retain students when at University. Please think carefully regarding your posts and make sure that they are not prejudice in any shape or form.</li> <li>• <b>Team cards-</b> ALL PLAYERS MUST HAVE A TEAM SPORTS CARD IF THEY WISH TO PLAY COMPETITIVE SPORT. This is not a money making exercise but an insurance issue that we have to have in order to run sport.</li> <li>• <b>Away day travel-</b> Try and make sure as many people travel together whenever possible. Please meet 15 minutes before you need to and the Team Sport Co-Ordinator will support teams with travel options, routes and wherever necessary, minibuses and alternative travel options.</li> <li>• <b>Ask questions-</b> If you are unsure, unhappy or concerned about anything associated with your sporting opportunities, please direct them to the Team Sport Co-Ordinator. It is much easier to offer advice and information before events then deal with the mistakes after..</li> <li>• <b>Stay together-</b> All teams and all of the “Sea of Red” sporting initiative needs to work together in order to achieve what we all want to achieve</li> </ul>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Election / Co-option
<b>Training and support</b>	<p>Induction Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Membership and fees</li> <li>• Support available from the SU</li> <li>• Finance and Fundraising</li> <li>• Health and safety</li> <li>• Risk assessment</li> </ul>
<b>Who’s this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing sports in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Students who are interested in sports and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>

<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> </ul>
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### Verve Media

<b>Area</b>	Activity
<b>Role title</b>	Verve General
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Provide programming an or content that meets student needs</li> <li>• To be aware of any technical and production techniques that are needed in role</li> <li>• Meet doable and standards set by the team</li> <li>• Contribute to overall media development</li> </ul>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Application
<b>Training and support</b>	<p>Induction Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Student who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> </ul>



	<ul style="list-style-type: none"> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> </ul>

### Verve Radio Head of Station

<b>Area</b>	Activity
<b>Role title</b>	Verve Head of Station
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Oversee the production of radio programs</li> <li>• Make sure the station is operational</li> <li>• Oversee the volunteers work</li> <li>• Sign off on show ideas</li> <li>• Organise fortnightly radio meetings</li> <li>• Lead the Radio stations focus</li> <li>• Be responsible for making sure all studio etiquette and broadcast regulations are adhered to</li> <li>• Provide the SU with any relevant updates on website materials</li> <li>• Attend SU Editorial Board meetings</li> <li>• Prepare requested reports for the SU Editorial Board</li> <li>• Build good relationships with partners</li> <li>• Liaise with SU over desired/required equipment, budgets, or and other issues.</li> </ul>
<b>Time Commitment</b>	Variable but 3 Hours once a week on average
<b>Selection</b>	Application/Co-option
<b>Training and support</b>	Induction

	<p>Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Student who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> <li>• Creativity</li> <li>• An understanding of management or broadcasting</li> <li>• Some technical understanding of broadcast. web media and equipment</li> <li>• Good team working and communication skills</li> </ul>

<b>Area</b>	<b>Activity</b>
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<b>Role title</b>	Media and Events
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Work with head of station along with SU (Communications Associate) to create an overall promotion plan for the station.</li> <li>• Create ideas for videos, posters, flyers and other promotional material.</li> <li>• Work with the SU to put on events in the University Venues from Fresher's to Club nights.</li> <li>• Work with DJ's to help market their shows and the station.</li> <li>• To support promotion on social media and through print and the website.</li> <li>• To be the creative lead in the production of Video Content</li>   <li>• Produce video content relevant to our students to help engagement.</li> <li>• Abide by the policies of any other relevant organization (PPL, PRS, OFCOM)</li> <li>• Abide by Union and University policies and procedures and SU Editorial</li> </ul>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Application/ Co-option
<b>Training and support</b>	<p>Induction Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Students who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> </ul>

	<ul style="list-style-type: none"> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> <li>• Creativity</li> <li>• An understanding of management or broadcasting</li> <li>• Some technical understanding of broadcast, web media and equipment</li> <li>• Good team working and communication skills</li> </ul>

### Audio Branding

<b>Area</b>	Activity
<b>Role title</b>	Audio Branding
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Create jingles which represent Verve Radio and support the presenters in creating their own jingles.</li> <li>• Create short adverts about services available to students and key events and activities of the Students' Union.</li> <li>• Create idents and whooshie clips for play between songs.</li> </ul>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Application / Co-option
<b>Training and support</b>	<p>Induction Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>

<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Student who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> <li>• Creativity</li> <li>• An understanding of management or broadcasting</li> <li>• Some technical understanding of broadcast . web media and equipment</li> <li>• Good team working and communication skills</li> </ul>

### Head of Music

<b>Area</b>	Activity
<b>Role title</b>	<b>Head of Music</b>
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines

<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Research current popular music trends both at London Met and wider so that the station play-out is relevant.</li> <li>• Create playlists for Verve radio for slots that do not have a 'live presenter'</li> <li>• Contact promo companies and go through music that is sent to Verve radio to identify suitable music for playout</li> <li>• Upload music into the Myriad playout system</li> </ul>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Application/ Co-option
<b>Training and support</b>	<p>Induction Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Students who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> </ul>

	<ul style="list-style-type: none"> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> <li>• Creativity</li> <li>• An understanding of management or broadcasting</li> <li>• Some technical understanding of broadcast. web media and equipment</li> <li>• Good team working and communication skills</li> </ul>
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## Presenter

<b>Area</b>	Activity
<b>Role title</b>	<b>Presenter</b>
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Host a weekly radio show</li> <li>• Represent Verve Radio and promote your show and the station</li> <li>• Create social media presence to promote your show</li> </ul>
<b>Time Commitment</b>	Variable but 3 Hours once a week on average
<b>Selection</b>	Application
<b>Training and support</b>	Induction Access to SU and NUS training events and program including information on <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Students who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> </ul>

	<ul style="list-style-type: none"> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> <li>• Creativity</li> <li>• An understanding of management or broadcasting</li> <li>• Some technical understanding of broadcast. web media and equipment</li> <li>• Good team working and communication skills</li> </ul>

## Editor

<b>Area</b>	Activity
<b>Role title</b>	<b>Editor</b>
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	<p>Has overall responsibility for the production of the magazine and leadership of the Verve Magazine team. The editor will work closely with the Communications Associate. They will ultimately be responsible to the student body through the SU Editorial Board.</p> <p>The Editor will:</p> <ul style="list-style-type: none"> <li>• Be responsible to the SU Editorial Board</li> <li>• Oversee the production and content of the magazine</li> <li>• Work with the SU Communications Associate</li> <li>• Oversee the work of sub editors</li> <li>• Abide by the NUJ code of practice for journalists (<a href="http://www.nuj.org.uk/about/nuj-code/">http://www.nuj.org.uk/about/nuj-code/</a>)</li> </ul>



	<ul style="list-style-type: none"> <li>• Abide by Union and University policies and procedures</li> <li>• Lead the editorial team's focus on the broad range of SU and student activity and cover areas of interest to students</li> <li>• Evaluate and plan the best ways to tell stories - interviews, features, profiles and media</li> <li>• Write regular content to be published online</li> <li>• Write two major pieces for the magazine</li> <li>• Arrange interviews for the front page features</li> <li>• Abide by the deadlines fixed by the SU Editorial Board</li> <li>• Organise weekly editorial meetings</li> <li>• Produce at least three issues per year</li> <li>• Ensure the online Verve website is kept updated on a regular basis</li> <li>• Attend SU Editorial Board meetings</li> <li>• Prepare reports for the SU Editorial Board</li> <li>• Adhere to guidelines set by the SU Editorial Board</li> <li>• Be expected to develop good relationships with partners</li> </ul>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Application / Co-option
<b>Training and support</b>	<p>Induction  Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Students who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> </ul>

	<ul style="list-style-type: none"> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> <li>• A thorough understanding of news values and ethics, strong news judgment</li> <li>• Some experience in journalism</li> </ul>
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### Sub-Editors

Area	Activity
<b>Role title</b>	<p><b>Sub-Editors</b></p> <p>Sub editors will support the Editor in the production of the magazine and share the following responsibilities.</p> <p>The Sub-Editor will:</p> <ul style="list-style-type: none"> <li>• Be responsible to the Editor</li> <li>• Oversee the content for their area</li> <li>• Oversee the work of contributors</li> <li>• Abide by the NUJ code of practice for journalists (<a href="http://www.nuj.org.uk/about/nuj-code/">http://www.nuj.org.uk/about/nuj-code/</a>)</li> <li>• Abide by Union and University policies and procedures</li> <li>• Focus on SU and student activity and cover areas of interest to students</li> <li>• Evaluate and plan the best ways to tell stories - interviews, features, profiles and media</li> <li>• Arrange interviews</li> <li>• Abide by the deadlines fixed by the SU Editorial Board / Editor</li> <li>• Attend weekly editorial meetings</li> <li>• Ensure the online Verve site is kept updated on a regular basis</li> <li>• Adhere to guidelines set by the SU Editorial Board</li> <li>• Develop good relationships with partners</li> <li>• Ensure that all work is submitted to the editor on deadline day or before</li> </ul> <p><b>Specifically:</b></p> <ul style="list-style-type: none"> <li>• <b>News Editor</b></li> </ul>

	<p>The News Editor will focus on areas of general news affecting students. You will be required:          To submit four features for the print version of the magazine – two pieces written by yourself and the others by students and Verve Magazine contributors          Write one news story once a fortnight for Verve online</p> <ul style="list-style-type: none"> <li>• <b>Entertainment Editor</b>            The Entertainment Editor will focus on areas of entertainment interest that are related to, or of interest to, students, including celebrity interviews review and entertainment features.            You will be required:            To submit four features for the print version of the magazine – two pieces written by yourself and the others by students and Verve Magazine contributors            Write one news story once a fortnight</li> <li>• <b>Sports Editor</b>            The Sports Editor will focus on areas of entertainment interest that are related to, or of interest to, students, including interviews, reports, commentary and features.            You will be required:            To submit four features for the print version of the magazine – two pieces written by yourself and the others by students and Verve Magazine contributors            Write one news story once a fortnight for Verve online</li> <li>• <b>Lifestyle Editor</b>            The Lifestyle Editor will focus on areas of entertainment interest that are related to, or of interest to, students, including reports, commentary and features. These can range from budgeting to student fashion.            You will be required:            To submit four features for the print version of the magazine – two pieces written by yourself and the others by students and Verve Magazine contributors            Write one news story once a fortnight for Verve online</li> <li>• <b>Picture Editor</b>            The Picture Editor will be responsible for the photographic content of the magazine and the provision of photos to support articles.            You will be required:            To compile all the photos for each edition of Verve Magazine. These can be source directly or taken by yourself or other student photographers or reporters            To ensure any copyright and confidentiality issues are addressed (staff can assist with this)            To have experience in photography</li> </ul>
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	•
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Application / Co-option

<b>Training and support</b>	<p>Induction Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Students who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> <li>• A thorough understanding of news values and ethics, strong news judgment</li> <li>• Some experience in journalism</li> </ul>

### Marketing Coordinator

<b>Area</b>	Activity
<b>Role title</b>	<b>Marketing Coordinator</b>

<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	<p>The Marketing Coordinator is responsible for the distribution and promotion of the magazine. You will be required:</p> <ul style="list-style-type: none"> <li>• To ensure the magazine is distributed to all campuses</li> <li>• To ensure promotion on social media and through print and the website etc</li> <li>• To help develop opportunities for advertisers</li> </ul>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Application/ Co-option
<b>Training and support</b>	<p>Induction Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Students who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> </ul>

	<ul style="list-style-type: none"> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> </ul>
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## Writers

<b>Area</b>	Activity
<b>Role title</b>	<b>Writers</b>
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Contribute articles as per the editors direction</li> <li>• Stick to deadlines as set out by the editor</li> <li>• Attend and contribute to regular Verve magazine meetings including ideas for articles.</li> <li>• Be representatives of Verve Magazine</li> <li>• Keep in regular contact with the editor and verve team and update on progress etc where necessary.</li> </ul>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Application
<b>Training and support</b>	<p>Induction Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Students who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> </ul>

	<ul style="list-style-type: none"> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> </ul>

<b>Area</b>	Activity
<b>Role title</b>	<b>Photographer</b>
<b>Location</b>	Dependent on Activity
<b>Link Person</b>	Sophie Bines
<b>Descriptions of Tasks</b>	<ul style="list-style-type: none"> <li>• Take pictures as per the direction of the editor</li> <li>• Contribute ideas for pictures in relation to articles/front cover</li> <li>• Keep in contact with the editor and Verve mag team where necessary</li> <li>• Attend Verve magazine meetings</li> </ul>
<b>Time Commitment</b>	Variable but three hours once a week on average
<b>Selection</b>	Application
<b>Training and support</b>	<p>Induction Access to SU and NUS training events and program including information on</p> <ul style="list-style-type: none"> <li>• Technical aspects of role</li> <li>• Rules and regulation</li> <li>• Broadcast and print copyright and ethics</li> <li>• Support available from the SU</li> <li>• Health and safety</li> </ul>
<b>Who's this role for</b>	<ul style="list-style-type: none"> <li>• Students who are interested in developing media in the Union</li> </ul>

	<ul style="list-style-type: none"> <li>• Students with an interest in developing leadership and administrative skills</li> <li>• Students who are interested in media and events</li> </ul>
<b>Useful Skills you can learn volunteering</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Decision making</li> <li>• Communication</li> <li>• Time management</li> <li>• People management</li> <li>• Team work</li> <li>• Motivation</li> <li>• Organisation</li> <li>• Strategic thinking</li> <li>• Delegation</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An interest in the Students' Union and lives of students and the wider community</li> <li>• Specialist interest or knowledge in your chosen volunteering area</li> <li>• Experience or desire to learn about leadership and responsibility</li> <li>• Some experience of planning or a desire to learn about planning and strategy</li> <li>• Understanding of democratic and representational structures or a desire to learn about them</li> <li>• Good time keeping an ability to keep to commitments</li> <li>• Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses</li> <li>• An understanding and interest in diversity and equal opportunities</li> <li>• Effective listening and communication skills.</li> </ul>