



Vice President Activities and Opportunities - Role Description

Officer Role:	VP Activities and Opportunities
Role overview:	<p>To represent and support the student body in matters relating to student opportunities, including student activities, events, volunteering, employability and other student-led activities that enhance the student experience at London Met. The VP Activities and Opportunities Officer will ensure students at London Met have opportunities to meet people, form communities and develop skills. They will work towards ensuring that all students at London Met have fair and equal access to opportunities, in collaboration with the VP Equity and Welfare Officer</p> <ul style="list-style-type: none"> • To represent and seek the views of students at London Met in relation to matters relating to student opportunities • Represent and engage with students of all types of study, across campuses • To achieve your priority goals in line with your manifesto and chosen projects • Be the key day-to-day contact for the University relating to activities and employability issues <p>You don't apply for this job, it's down to an election process. The full time officer role lasts for one year, starting from around the last week in June to the start of July. If you're really into it, you can run for election a second time. But that's it, it's the law!</p>
Location:	<p>London Metropolitan University: Holloway Campus, Aldgate Campus and remote working.</p> <p>In this role you will also visit other Universities, or attend conferences around the UK representing London Met Students.</p>
Time commitment:	<p>This is a full time (35 hours a week), paid job. Usually working hours are between 9:00 and 17:00 but often as an officer you will attend events in the evening or weekends. These hours can be claimed back as 'Time off in lieu'.</p> <p>You wouldn't be able to undertake full time studies whilst doing this role so you'd either need to postpone your next year of study if elected as an officer or if you're a final year student, then you would start this role before you graduate.</p>
Supported by:	Elected officers of the Students' Union receive support from the Students' Union staff team including the CEO, Deputy CEO/Director of Membership and a wider staff team.
Training and support offered:	<ul style="list-style-type: none"> - Dedicated summer training programme along with your other full time officers - Access to national training delivered by the National Union of Students or other bodies - An officer development budget
Useful abilities and previous experience:	No previous training or experience is required, but an interest in representation and the Students' Union will set you up well for the role. You will need to be reliable and organised, as well as a good communicator and

	listener.
<p>Role requirements:</p>	<p>General requirements for the role of VP Activities and Opportunities as well as those listed in the role overview:</p> <ul style="list-style-type: none"> ● To be a member of relevant committees at the University as required ● To be a member of the Students' Union Executive Team ● To work closely with Estates, the Sports Service, London Met Labs: Empowering London initiative, Employability Service and other relevant services and departments to promote opportunities to all students at London Met and ensure the provision of high quality services and facilities ● To proactively champion student involvement in societies, sports clubs, events and student media and promote their success, ensuring students have a fair and equal access to student-led activities ● To lead on volunteering and employability initiatives within the Students' Union and University, ensuring students have fair and equal opportunities to gain new skills and experiences that enhance their employability ● To work closely with the Comms and Events and Student Activities teams to ensure the student voice is heard and students are involved in key decisions when planning Welcome Week, Student Awards, Varsity and other annual events ● To actively promote student involvement and support student-led initiatives and campaigns to combat any issues affecting the students you represent ● To be a trustee of the Students' Union (pending approval of changes to the Students' Union's governance), ensuring the Union is run effectively, overseeing the Students' Union strategy and the development of the Union ● To work with the Full-time and Part-time Liberation Officers, creating a positive team culture ensuring that the work of the Union is cohesive and joined-up ● Promote and defend the rights of the members ● Promote and support the brand of the Students' Union through methods such as branded clothing and welcome talks ● To lead on developing relevant policy and positions within the Union and University ● Work in accordance with, and in furtherance of, the Policy of the Union ● To maintain your Students' Union email account, replying to emails and queries as and when they come in
<p>What's in it for you:</p>	<p>Being an elected officer is a fantastic opportunity to gain experience that most people incredibly rarely get either as a student. You'll be shaping decisions that many only get to make several years into their career.</p> <ul style="list-style-type: none"> - £25,864 with a cost of living rise to be determined from August - A matched pension contribution of up to 6.5% on qualifying earnings - 27 days holiday - An amazing part of your CV

<p>The impact you'll have:</p>	<p>By undertaking this role you've been directly ensuring that</p> <p>Mission: Empowering students to make the most of their time at London Met and transform their lives for the better</p> <p>Vision: A connected community in which all students, from any background, receive the highest quality and transformative experience possible</p> <p>Values:</p> <ul style="list-style-type: none"> • Student Led • Open • Creative • Kind • Inclusive • Ambitious
<p>DBS requirements:</p>	<p>None</p>
<p>Application and selection process:</p>	<p>This role is appointed via an election process, and is open to any current London Met University student who wants to nominate themselves to stand. Elections usually take place in early March each year.</p>
<p>Last updated:</p>	<p>February 2023</p>
<p>For more information, contact:</p>	<p>su.ceo@londonmet.ac.uk</p>