

JOB DESCRIPTION

Job Title:	Vice-President of Creative Arts, Business and Social Sciences (CABSS)
Location:	Your local UWS campus in Paisley, Ayr, Dumfries, Lanarkshire or London, with occasional travel to other campuses
Salary:	£10,817 for the fixed-term contract
Hours of Work:	15 hours per week
Reports to:	CEO / Student Members
Type of Contract:	Fixed-term - 5 th of October 2026 until 30 th of June 2027

Purpose of Role

The Vice-President of Creative Arts, Business and Social Sciences is elected to represent students across the Faculty and help ensure their experiences, ideas and priorities shape the work of UWS Students' Union and the University.

The Vice-President is a member of the Union's Executive Committee, chairs the Faculty Forum and represents students within relevant University structures. A key part of the role is listening to students, helping turn their ideas into action and strengthening student voice and community across the Faculty.

This is a part-time elected role, and the Vice-President is employed by UWS Students' Union for 15 hours per week alongside their studies. Training and ongoing support will be provided.

Key Responsibilities:

Student Engagement & Advocacy

- Regularly engage with students across the Faculty to understand their experiences, priorities and concerns.
- Chair the Faculty Forum and work with Student Reps to identify issues and develop ideas for improving the student experience.
- Work with Student Reps and student groups to strengthen student voice across the Faculty.
- Ensure students receive feedback on issues they have raised and the progress being made.

Executive Committee

- Attend and actively participate in the Executive Committee, bringing forward the views and priorities of students within the Faculty.
- Work collectively with other elected representatives to implement policies and priorities agreed by Student Members.
- Contribute to relevant campaigns, Working Groups and the Union's wider work on equality, inclusion and sustainability.

University Representation

- Represent students within the Faculty at the Faculty Board and other relevant University committees and meetings.
- Build strong partnerships with Faculty staff and leadership to enhance the learning experience and address academic challenges.

Community and Participation

- Help build a strong sense of community and belonging across the Faculty.

- Encourage students from different backgrounds and experiences to get involved in the Students' Union and its Student Voice structures.

As a Students' Union Employee

Alongside their elected responsibilities, the Vice-President is expected to work within the Students' Union's policies and procedures, participate in relevant training, maintain appropriate confidentiality and meet the normal standards expected of a Students' Union employee. They will work collaboratively with other elected representatives and staff and carry out other reasonable duties consistent with the purpose of the role.

Useful Skills & Attributes:

The following skills and attributes are useful in fulfilling the requirements of this role:

- An ability to represent student views confidently and clearly in a range of settings
- An ability to listen to students and represent their views confidently and fairly
- Good communication skills
- Confidence in contributing to meetings and discussions
- Organisational skills, as there are several areas of the role to prioritise
- An ability to use basic software packages such as Microsoft Office, Teams and Outlook
- An ability to work collaboratively as part of a team
- A willingness to speak to and engage with students from different backgrounds and experiences
- A self-motivated and enthusiastic approach
- A friendly, approachable and inclusive manner

Person Specification

To be able to stand for this position you must be able to demonstrate that you meet all aspects of this Person Specification.

Requirements which <u>must</u> be met:	Tested*
1. Be a student within the Faculty of Creative Arts, Business and Social Sciences	N
2. Ability to communicate effectively, both verbally and in writing, and represent student views confidently, clearly and fairly in a range of settings.	P
3. Experience of representing or engaging with students, for example as a Student Rep, society member/convenor or volunteer at UWS or another further or higher education institution, with some understanding of student representation.	N, P
4. Desire to work within a democratic student-led environment	P
5. Demonstrate a commitment to equality, diversity and inclusion.	N, P
6. Have been studying at UWS for at least one trimester before standing for office.	N
7. Be continuing your studies throughout the period of office and be in good academic standing with the University.	N
8. Be in good financial standing with the University and have no outstanding balances that may affect your continued student status.	N

*Key: N- Nominations Stage, P – Selection Panel