

### College Part-Time Officer: Volunteer Role Description

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| <b>Volunteer Role</b>  | College President or College Deputy President                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Department</b>      | Membership and Marketing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Team</b>            | Representation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Supported by</b>    | Representation Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Time Commitment</b> | Typically, 2–3 hours per week, including attending meetings, gathering student feedback, working on Student Priorities, and supporting campaigns. Some weeks may require additional time during events or peak activity periods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Eligibility</b>     | <p>You must be a Student Member of the Union for the full term of office and remain enrolled at the University of Roehampton throughout. You can only stand for College roles where you are a member of that college <a href="#">as determined by the University</a>.</p> <p>These roles are classed as voluntary work and must be performed in compliance with UK immigration rules. Where a postholder is an international student with visa work restrictions, your time spent in the role counts towards the weekly working limit during term time.</p> <p>As a condition of holding office, the College President and College Deputy President roles must reside in the designated accommodation provided for the role for the duration of their term.</p> |

### About Roehampton Students' Union

Roehampton Students' Union (RSU) exists to make student life better. We run events and activities, support student groups, offer advice, deliver campaigns, and make sure students have a strong voice across the University.

RSU is led by elected Student Officers, including eight College part-time officers. If elected, you'll serve for one academic year while balancing your studies with your role. Becoming a part-time officer is a great way to build leadership experience, enhance your CV, and contribute to meaningful improvements in the student experience.

### Purpose of the Role

College Presidents and College Deputy Presidents represent the interests, needs, and experiences of students within their respective Colleges. They work closely with College staff, the Students' Union, and University partners to ensure student feedback informs decision-making. Together, these roles support the delivery of Student Priorities, gather insights from the student community, and act as key representatives at Students' Union Council and other forums.

### Personal Qualities and Experience

Successful officers are confident communicators who enjoy engaging with students and a range of stakeholders. They understand the issues affecting Roehampton students, listen actively, and communicate clearly. They are enthusiastic about representation, community-building, and developing their own skills through training and hands-on experience.

## **Tasks and Activities**

All Students' Union Part-Time Officers shall:

- Actively engage with students to learn about their views and represent these to the University.
- Support delivery of Student Priorities and Union campaigns.
- Work collaboratively with Sabbatical Officers and Union staff.
- Build productive networks with students, Colleges, and relevant University or community partners.

In addition, all College Presidents and Deputy Presidents shall:

- Represent their College at Students' Union Council and relevant subcommittees.
- Meet with the Head of College at least once a term to ensure that students' views shape College discussions and decisions.
- Provide regular updates to students by writing blogs, articles and creating posts for the Students' Union's social media and website.

## **College President Responsibilities**

As the lead representative for your College, you will:

- Champion students' views to the University, SU, and key stakeholders.
- Build strong working relationships with College staff to influence decision-making.
- Work closely with the Deputy President to coordinate feedback, priorities, and campaign ideas.
- Help strengthen collaboration between your College, the SU, and other Colleges.

## **College Deputy President Responsibilities**

As the supporting representative for your College, you will:

- Assist the College President and act in their place when required.
- Help gather, organise, and analyse student feedback to identify priorities.
- Represent your College at events and activities.
- Promote SU and College initiatives to encourage student engagement.
- Work with other part-time officers, Colleges, and SU staff to build a strong inter-College community.

There are also opportunities to:

- Play an active role in wider Students' Union activities and campaigns.
- Work with the Union on university-wide issues, initiatives, and developments.

**In return, as a volunteer for Roehampton Students' Union, you will have the opportunity to:**

- Access training and development appropriate to the role, as well as ongoing training opportunities throughout the year.
- Build leadership, advocacy, and communication skills - great additions to your CV.
- Develop strong relationships with university staff, improving your professional network.
- Be the voice of your community, advocating for students from your College.
- Develop experience in areas such as event management, health and safety, finances and democracy, which you can use in job applications.
- Receive formal recognition for your contribution, including role certificates and references where appropriate.

We will promote your role and the work you do to represent students, influence decisions, and make real change happen.