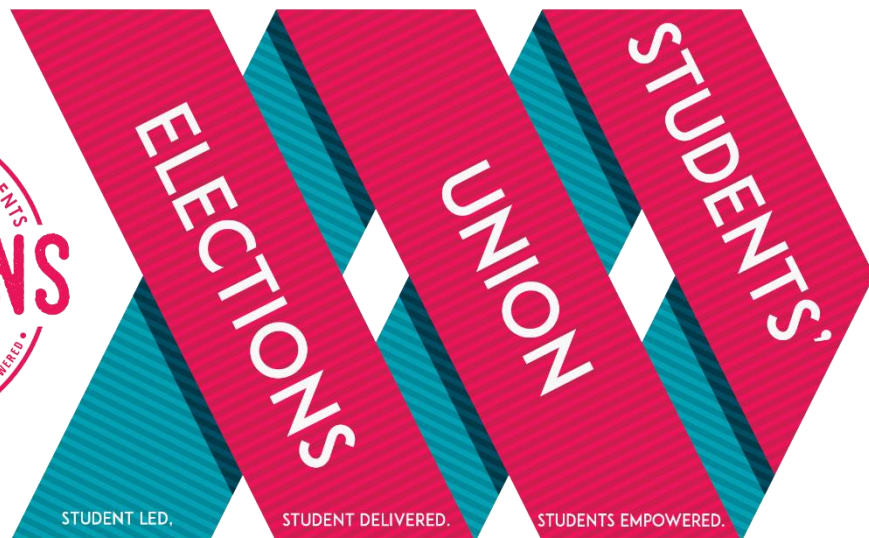


# JOB PACK

# VICE PRESIDENT, ACTIVITIES & COMMERCIAL



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# VICE PRESIDENT, ACTIVITIES & COMMERCIAL

The Vice President, Activities & Commercial is a part of the Students' Union's Executive Committee (elected officer team) and provides a lead point of contact for the work undertaken in its Activities and Commercial Zones. In this role, you will work closely with other officers of the Union (particularly Sabbatical Officers), staff across the Union and University, and with our amazing student representatives, to make sure we understand what our members need, and to represent them at all levels.

This is a **full-time** position, based in our offices located in the King Alfred Centre (King Alfred Quarter), and is fixed-term from 1<sup>st</sup> July 2025 – 30<sup>th</sup> June 2026. **The salary is around £24,185 per annum.**

Newly elected Sabbatical Officers are required to be available for in-person training during the handover and induction period in the last two weeks of June 2025 (one of these weeks will be paid).

## ABOUT WINCHESTER STUDENTS' UNION

Winchester Students' Union is run for students, by students. We are a not-for-profit charitable organisation, and we are independent from the University itself. We are dedicated to representing and supporting you as students, as well as providing a wide range of opportunities, activities and events for all students across our Education, Welfare, Activities and Commercial Zones. Above all, Winchester Students' Union is a membership organisation which promotes inclusion, participation and representation, and is here to ensure that its members have the opportunity to get the absolute most out of their student experience whilst studying at Winchester.

*Student Led. Student Delivered. **Students Empowered.***

## HOW DO I GET THE JOB?

This is an **elected** position. Applications (nominations) open on the 27<sup>th</sup> January 2025, and close at 12pm on the 19<sup>th</sup> February 2024, at which point you'll begin getting your campaign ready! From the 3<sup>rd</sup> March 2024, **students will vote** for who they think the Vice President, Activities & Commercial (along with other elected positions) should be. You get the job by promoting your candidacy and assuring students that you're the right person for the role; demonstrating that you'll tackle the most important issues through your manifesto, campaigning, and representation of them as members.

## JOB DESCRIPTION

This is a job like no other, and likely no two days will look the same! You'll be elected into the role on a set of 'promises' you've made to students (your manifesto), and you also have day-to-day responsibilities on top of that. On average, you'll need to work around 7.5 hours per day, but some days you'll need to work a bit more (especially during busy periods such as Freshers), and others you can work a bit less.

## THE ROLE IN A NUTSHELL (YOUR PORTFOLIO)

- a) Be the Officer Trustee with overall responsibility for the Activities and Commercial Zones; Ensure student voice and feedback are sought and acted upon in all areas of the Activities and Commercial Zones.
- b) Publicise and promote the Union's sports teams, societies, representational networks ('activity groups') and other extra-curricular opportunities run by the Union and communicate benefits of participation.
- c) Be responsible for all activity groups that are formed in accordance with the relevant schedules outlined in the Constitution and Bye-laws.
- d) Monitor the activities of all activity groups, ensuring their compliance to Bye-law 4, Health & Safety legislation, and Union policy and guidelines.
- e) Be responsible for the allocation of grants to activity groups.
- f) Submit reports to the Executive Committee on the funding and activities of activity groups.
- g) Issue guidance and advice to activity group committees on organisational, promotional and financial matters.
- h) Actively encourage and support students to set up new activity groups; submitting new activity group proposals to the Executive Committee for approval
- i) Act in the capacity of Returning Officer for all relevant activity group elections; ensure such elections are promoted and undertaken under relevant Union regulation.
- j) Ensure activity groups have the opportunity for a profile at all student induction events, including Freshers Fayre and Refreshers Fayre
- k) Be available to assist activity groups in their internal administration, adherence to Bye-law 4 and with external bodies, where necessary.
- l) Develop opportunities for all students in the Activities Zone; developing initiatives, campaigns and activities to help our members be distinctive.

- m) Be responsible for ensuring activity group committees and leaders have access to relevant training and resources.
- n) Seek to increase both opportunities for, and participation in, volunteering and community action projects for students.
- o) Alongside the President, seek to improve the standing of the Union and its members in the wider community; Serve as a community liaison in matters of community relations.
- p) Support the ongoing developments of the Raising And Giving (RAG) society and any activity group fundraising activity; ensure all activity groups are aware of their responsibilities to prevent ultra vires fundraising.
- q) Lead on the Union's work in relation to volunteering; Forge strong relationships with the University volunteering initiatives and external volunteering organisations to ensure opportunities are promoted adequately to our members.
- r) Promote the benefits of participation in extra-curricular activities, particularly in regard to personal development and graduate employability.
- s) Be the Trustee responsible for Union vehicles.
- t) Alongside the relevant Union staff members, ensure that budgets for commercial activity are regularly reviewed and that any matters of significant impact are relayed to student stakeholders and Trustees.
- u) Support all Sabbatical Officers and Student Officers in delivering their portfolios across the academic year.

### **Shared Duties**

In addition to the above, all Sabbatical Officers have a shared responsibility to:

- a) Promote engagement in all aspects of the Students' Union; working to highlight the benefits of engagement (including employability, personal development and wellbeing).
- b) Be a Director and Trustee of the Union; within these roles, ensure good governance. Ensure strong financial sustainability, strategy and decision making.
- c) Be a signatory of the organisation.
- d) Celebrate and promote the successes of Zone activity.
- e) Be named within policy (Union and University) and act in accordance with such responsibility.
- f) Ensure that the views and opinions of students from underrepresented groups are reflected throughout the Students' Union's work.
- g) Be an employee of Winchester Students' Union and work within all relevant terms and conditions of employment
- h) Foster collaborative working relationships with fellow Officers, aiming to work as a united Sabbatical Officer team within a flat structure of equal pay and powers.

## WHAT MIGHT A DAY IN THE LIFE OF THE VICE PRESIDENT, ACTIVITIES & COMMERCIAL LOOK LIKE?

*No two days are the same in the life of a Sabbatical Officer, but here's an insight into what the Vice President, Activities & Commercial might get up to ...*

- You walk into work for 9:30am and load up your emails on your desktop and all the important day-to-day tabs you will use on the internet – while it's all loading up you have a little catch up with the Activity Groups Coordinator and Activities Assistant who you share an office with. After you've said hello to everyone, you look at your to-do list made the day before.
- Once you have replied to those emails which needed your urgent attention, and checked your social medias, you reach out to some motivational speakers to help support your upcoming campaign, ensuring they know the schedule for the day.
- The Union's Bar & Venue Manager pops his head around the door to get your opinion on an upcoming event. You have a chat through their ideas and concerns together, and then make a note to submit this as an agenda item for the upcoming Executive Committee meeting, where you can discuss this more widely with your fellow elected officers and feedback to him before the event.
- A chairperson of a representational network gets in touch about the availability of the minibus and whether they can book in a test – you liaise with team members for availability and get back to the student with an appropriate date.
- Next up you attend a BUCS Regional Meeting where you discuss local and national problems and what we can do as institutions and BUCS as an organisation to resolve these problems.
- And then it's finally time for lunch, you and the Activity Groups Coordinator walk down to the SU shop to grab a snack and then you spend your lunch time break discussing plans to go out on Friday to celebrate an upcoming birthday.
- After lunch, you spend an hour with the Activity Groups Coordinator and the Head of Membership to review Participation Fund applications and allocate funding.
- You then spend half an hour chatting with the elected Activities Zone Senate Rep about an opportunity for society committee members to host a social quiz night, to learn about other societies and have that community feeling.
- Throughout the day you chat with your colleagues in the Students' Union (officers and staff) to bounce ideas off and seek support on things you are working on (this could be getting help planning organising an event, getting artwork created, help with responding to something or understanding a process or policy). You share office space with staff so it's really easy to pop your head around and bounce an idea off about absolutely anything that you want to work on!
- You meet with the University's volunteering team to liaise and organise events during Student Volunteering Week and discuss ideas on how we can collaborate effectively to ensure these opportunities reach as many students as possible. You also explain the incentives that the Union has introduced for those that volunteer and plans to implement that going forward.
- You spend the last couple of hours of your working day sifting through emails you

have received that day, ensuring that you prioritise those with high importance. You also take some time away from the office to read the remaining papers ahead of a Board of Directors meeting which is happening at the end of the week. You grab your fellow Officer Trustees/Sabbatical Officers (Students' Union President and Vice President Education & Welfare) for a quick catch up to chat through a couple of things in the Board papers, to make sure you're all on the same page ahead of the meeting.

- Just before you leave, you make sure to make a to-do list for the following day, making sure you're allowing enough time to get round as many BUCS games as possible and see students playing their fixtures, as it's Wednesday tomorrow!

## OFFICER TRUSTEE

As Vice President, Activities & Commercial, you're also automatically a member of Winchester Students' Union's Board of Directors, who are also our charity Trustees. This aspect of the role involves overseeing the financial, legal and strategic activity of the organisation alongside your fellow Officer Trustees, Student Trustees, and External Trustees. It sounds like a lot, but you'll have guidance and support from the Deputy Chair of the Board, along with the clerk to the Board and the Union's CEO, and it really is a valuable experience that will allow you stand out in future!

## KEY ATTRIBUTES THE VICE PRESIDENT, ACTIVITIES & COMMERCIAL SHOULD HAVE

Anyone can run to be Vice President, Activities & Commercial! To be successful in the role, you should be:

- Really passionate about making the student experience, particularly extracurricular and participation opportunities, the best it can be.
- Excited to make positive changes – this role is not about keeping things ticking along! Use your initiative to get people involved.
- A great motivator – you may need to encourage activity groups (sports teams, societies and representational networks) to run events, widen opportunities or get on board with Union practices; you may need to get them excited about your ideas too.
- A brilliant and adaptive communicator – you're going to have to adapt your language and communication style. One minute you will be speaking with students, perhaps listening to activity groups concerns and views, and the next you may be reflecting those concerns to the University's Chief Operating Officer or Student Experience Committee.
- Organised – you're going to have to juggle a lot of meetings, emails, and student demands!
- A team player – you're going to be working with a diverse and



brilliant officer team and you might have to support them with work outside of, or adjacent to, your portfolio.

## WHO YOU'LL WORK WITH

The Vice President, Activities & Commercial works with a number of different people across the Union, the University and beyond! As Vice President, Activities & Commercial, you'll need to develop and build relationships with our key stakeholders:

- Students!
- Full Time & Part-time Officers (the 'Executive Committee')
- The Students' Union's Senior Management Team and Union staff (you'll work with all staff, but day-to-day you'll liaise with the CEO, Head of Membership, Head of Operations, Activity Groups Coordinator, and Activities Assistant, Finance & HR Administrator, Bar & Venue Manager and Retail Manager)
- Members of the Union's Board of Directors
- Members of Student Senate
- University Executive Leadership Team
- Activity group leaders
- Activity group members
- Director and staff of Estates & Facilities Services
- BUCS, and other personnel from competitions and conferences
- National Union of Students (NUS)
- Your counterparts in other Unions

## TRAINING

Don't worry, we're not expecting you to understand or know everything before you start! There will be lots of training and support to make sure you're ready and feel able to take on the job. Once you're elected, you'll have the opportunity to shadow meetings, attend a Student Senate meeting and Director meeting, and have a full, paid handover with the outgoing Vice President, Activities & Commercial.

We run a full induction programme in the first weeks of your office, as well as a number of sessions in the lead up to your term, where you'll get to know the other Officers, staff at the Union, and build on skills you'll need in the role!