

Students' Union

ELECTIONS

**part time officers (PTOs)
and NUS delegate**

introduction

We are the Students' Union at the University of East Anglia and we're the heart of student life at UEA. We're about Students - Transforming. We are students learning and developing through opportunities. We are a Union, run by students, and we change every year as students change. We are about changing your course, your community, and your world. From supporting students through our advice and housing services, to ensuring your voices are heard with our course reps and Students of Colour Ambassadors, to running the LCR and bars. Uea(su) is here for you, ensuring any profit made is then put straight back into the charity to run services for students.

We are an educational charity that exists to promote the interests and welfare of students at the University of East Anglia during their course of study and representing, supporting, and advising Students. We are also the recognised representative channel between students and the university of East Anglia and any other external bodies.

our values are:

- We are inclusive
- We are listening and changing
- We are fun and friendly
- We are quality
- We are socially responsible
- We are a true union
- We are students transforming



As mentioned, we are run by students for students. We do this through our elected officer team. Each year we hold elections to find passionate and motivated students to stand as full or part-time candidates in the upcoming elections and join our team to help to lead, shape and improve the work of uea(su). Full-time officers are paid full-time employees of the organisation and require either a year out of study to complete, or for you to be in your final year when nominating yourself. Part-time roles are voluntary positions that are done during your studies, so you must be a student to do this role.

The elected student officers determine the direction of the SU and employ around 90 members of career staff (people who work full weeks all year for our members) and a large number of student staff to look after the day-to-day operations. They act as advocates to the University, to the city of Norwich and nationally to the Government for the students at UEA. They represent students on a large and diverse set of issues, many of which change year on year. They lead campaigns to create positive change and allow students to shape their educational experience.



roles available

We have 5 full-time officer roles and 14 part-time positions. Our full-time roles are paid full-time (35 hours a week) positions. If successful, your contract would begin in July 2022 and commence for 1 calendar year. These roles are only able to be held for a maximum of 2 years by one individual, however you must re-run in an election to secure a second term. Full-time officers are required to attend training during the first months of the contract, so are discouraged from booking annual leave in July and August. These roles are varied, with no two days the same. Officers time tends to be split between running campaigns, talking, and engaging with students and acting as student representatives driving change in major committees both within the students' union and the university. Although the Full-time officer roles are distinct and split into portfolios, they are a team and tend to work on large scale projects together.

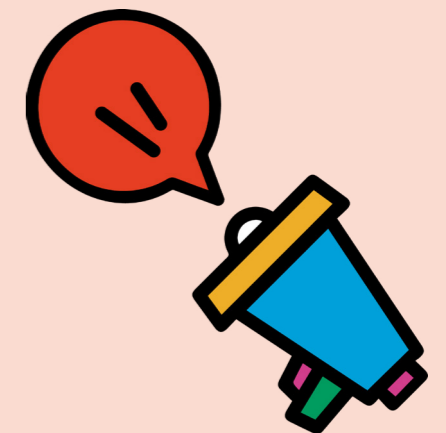
Part-time officers represent students' interests on a broad range of issues and students from all backgrounds. Part-time officers are elected to undertake their roles while continuing their studies, volunteering their time to make sure you are represented!

full time officer roles available:

- Campaigns and Democracy Officer
- Activities and Opportunities Officer
- Welfare, Community and Diversity Officer
- Undergraduate Education Officer
- Postgraduate Experience Officer

part-time officer roles available:

- Non-portfolio Officer x4
- Environmental Officer
- Ethical Issues Officer
- International (EU) Officer
- International (Non-EU) Officer
- Womens' Officer
- Students with Disabilities Officer (Invisible disabilities place)
- Students with Disabilities Officer (Physical disabilities)
- Students with Disabilities Officer (Open Place)
- People of Colour Officer
- Black Students' Officer
- Mature Students Officer
- LGBT+ Officer (Open Place)
- LGBT+ Officer (Trans & Non-Binary place)



part-time officer

environment officer shall:

- Liaise with the University over internal environmental matters;
- Provide a link between relevant societies and the Student Officer Committee;
- Improve awareness of environmental issues and be responsible for relevant campaigns;
- Work on improving internal recycling facilities.

ethical issues officer shall:

- Liaise with the University over internal ethical matters;
- Provide a link between relevant societies and the Student Officer Committee;
- Improve awareness of ethical issues and be responsible for relevant Campaigns;
- Work on maintaining and enhancing the ethical status of the Union and the University.

non-portfolio officers shall:

- Fulfil all the duties as outlined in their manifesto, subject to Union policy and the strategic plan; and
- Not undertake any duty that infringes upon or overlaps with the job descriptions of other officers of the Student Officer Committee.
- At least two of the Non-Portfolio Officers must self-define as women or non-binary.

womens' officer shall:

- Self-define as a woman+ (self-identifying woman, partially identifying or non-binary person);
- Represent the interests of women students and be their voice on the issues they face as women students at university;
- Engage with the University and other relevant organisations to achieve improvements for women students on the issues they face as women at university;
- Liaise with the members of the relevant clubs, societies or peer support groups; and
- Be the Union's delegate to the NUS Women's Conference.

LGBT+ officer (open place) shall:

- Self-define as lesbian, gay, bisexual, pansexual, asexual, transgender, non-binary, intersex and/or another group within the LGBTQIA+ community;
- Represent the interests of LGBT+ students and be their voice on the issues they face as LGBT+ students at university;
- Engage with the University and other relevant organisations to achieve improvements for LGBT+ students on the issues they face as LGBT+ students at university;
- Liaise with the members of the relevant clubs, societies, or peer support groups.

part-time officer (cont'd)

students with disabilities officer (physical disabilities place) shall:

- Self-define as a student with a disability;
- Be one of two Officers that represent the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
- Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
- Liaise with the members of the relevant clubs, societies or peer support groups; and be the Union's delegate to the NUS Disabled Students Conference.

students with disabilities officer (invisible disabilities place) shall:

- Self-define as a student with a disability;
- Be one of two Officers that represent the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
- Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
- Liaise with the members of the relevant clubs, societies or peer support groups; and be the Union's delegate to the NUS Disabled Students Conference.

students with disabilities officer (open place) shall:

- Self-define as a student with a disability;
- Be one of three officers, that represents the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
- Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
- Liaise with the members of the relevant clubs, societies or peer support groups; and
- Be an observer to the NUS Disabled Students Conference.

black students' officer shall:

- Self-define as a Black student;
- Represent the interests of black students and be their voice on the issues they face as black students at university;
- Engage with the University and other relevant organisations to achieve improvements for black students on the issues they face as black students at university;
- Liaise with the members of relevant clubs, societies, or peer support groups; and be the Union's delegate to the NUS Black Students' Conference if the Ethnic Minorities Officer cannot or chooses not to attend. Otherwise, the Black Students' Officer will attend as an observer with speaking rights.

part-time officer (cont'd)

the people of colour officer (open place) shall:

- Represent the interests of students of colour (African, Asian, Caribbean, Latinx, and Indigenous) and be their voice on the issues they face as students of colour at university;
- Engage with the University and other relevant organisations to achieve improvements for students of colour on the issues they face as students of colour at university;
- Liaise with the members of the relevant clubs, societies, or peer support groups;
- Be the Union's delegate to the NUS Black Students' Conference if the Black Students' Officer cannot or chooses not to attend. Otherwise, the People of Colour Officer (Open Place) will attend as an observer with speaking rights.

mature students officer shall:

- Be a mature student (Over 21 when starting their course);
- Represent the interests of mature students and be their voice on the issues they face as mature students at university;
- Engage with the University and other relevant organisations to achieve improvements for mature students on the issues they face as mature students at university;
- Liaise with the members of the relevant clubs, societies or peer support groups; and be the Union's delegate to the NUS Mature Students Conference.

the international officers (non-EU and EU) shall:

- Be an International student (EU or Non-EU);
- Represent the interests of international students and be their voice on the issues they face as international students at university;
- Engage with the University and other relevant organisations to achieve improvements for international students on the issues they face as international students at university;
- Liaise with the members of the relevant clubs, societies or peer support groups;
- The Union's delegate to the NUS International Students Conference shall be elected by the international student body.



part-time officer responsibilities

Being a part-time officer means you are part of the wider student officer team, referred to as SOC. Part-Time officers, unlike full-time officers, are not paid positions thus are volunteer roles to be taken alongside your studies. Alongside the more role-specific aims and goals, below are responsibilities to be taken up by all part-time officers.

part-time officers:

- Work with the wider officer team and the staff at the students' union to ensure your elected manifesto points are completed to the best of your ability during your time in your role
- Actively work to best represent your officer portfolio and the students who identify with it in all meetings and events
- Take an active role on issues relating to your role, whilst being careful to involve other members of the Student Officer Committee
- Contribute positively to joint SU events, projects, and meetings
- Be accountable to the Union Council, reporting to each meeting on activity and achievements through the SOC report
- Maximise contact with students you represent in your role by engaging with them face to face & online
- Monitoring key issues and problems affecting the student population and ensuring the SU is acting on these
- Plan, promote, and run campaigns on key student issues affecting students you represent
- Represent students on any University Boards, Committees & working group you are invited to attend
- Adhere to & comply with Constitution, By-Laws & policies of the SU

student officer committee:

- Collectively promote the interests of the student members from time to time determined by policy resolution and suggested by election and consultation.
- Advise the Board of Trustees of any implications for the use of resources arising out of this.
- Act as the political leadership of the union, carrying out representation and campaigning work and the implementation of policy

NUS delegate

An NUS Delegate represents uea(su) at a national level at the National Union of Students (NUS) Conferences. This is an amazing opportunity to influence the national student movement by voting on motions at national conferences as well as electing NUS Officers who work full-time, campaigning on the issues that you'll vote on at conference. At UEA we have 5 Places available: 2 places are reserved for women candidates and one officer is a guaranteed a place.

national conference occurs once a year and it's where elected NUS delegates will get to have a say in what the national union believes and campaigns for! Delegates have four main roles during the conference:

- Voting on policy: Students' Unions from across the country submit motions to be debated at National Conference, on issues from how education is funded, to issues affecting students outside the lecture theatre. Motions are voted for by delegates and if passed, they will become NUS policy for three years and the elected NUS officer team will work to implement them.
- Voting in elections: Similarly to uea(su), NUS is led by elected officers. At National Conference, delegates will vote for the next National President and five Vice-Presidents, who are paid full-time officers who campaign on policy passed by delegates.
- Voting on reports: National Conference is the way that NUS officers are held to account for the work that they do so you will be asked to vote to approve officer reports.

This year our conference will take place in person on Monday 28th March to Tuesday 29th March in Liverpool. You will be provided accommodation and travel to enable you to attend at no cost to yourself. If elected, you are expected to attend this conference.

As a conference attendee you can expect:

1. Spaces where you can build your communities
2. Meaningful involvement in shaping the next steps of our campaigns
3. Chances to grow your own campaigning skills to take action.

It doesn't end with the conference either. We are building communities of activists to continue to be actively involved in our campaigns.

In addition, we will also be electing a new NUS officer leadership team for two-year terms

key skills and attributes

skills and attributes that would make a good part-time officer:

- Good communication skills.
- Eagerness for learning and developing.
- Willingness to go out and talk to students and listen to their concerns
- A good understanding of the students at their institution - especially those who are marginalised.
- Time and support to research information on the issues they are being asked about and analytical skills to use it.
- An understanding about how to use a representative role to bring about change.
- The ability to understand the implications of decisions in meetings.
- A desire to make the experience of students better.

benefits and skills:

You will gain skills in the following areas:

- Project Management
- Campaigning
- Event Management
- Governance and Policy
- Research
- Public Speaking
- Attending High-Level Meetings
- Strategic Planning
- People Management
- Partnership Work with Diverse Stakeholders
- Diplomacy
- Negotiation
- Finance



If you need more information about this role, or any of the other roles available, please get in contact with us at su.elections@uea.ac.uk.