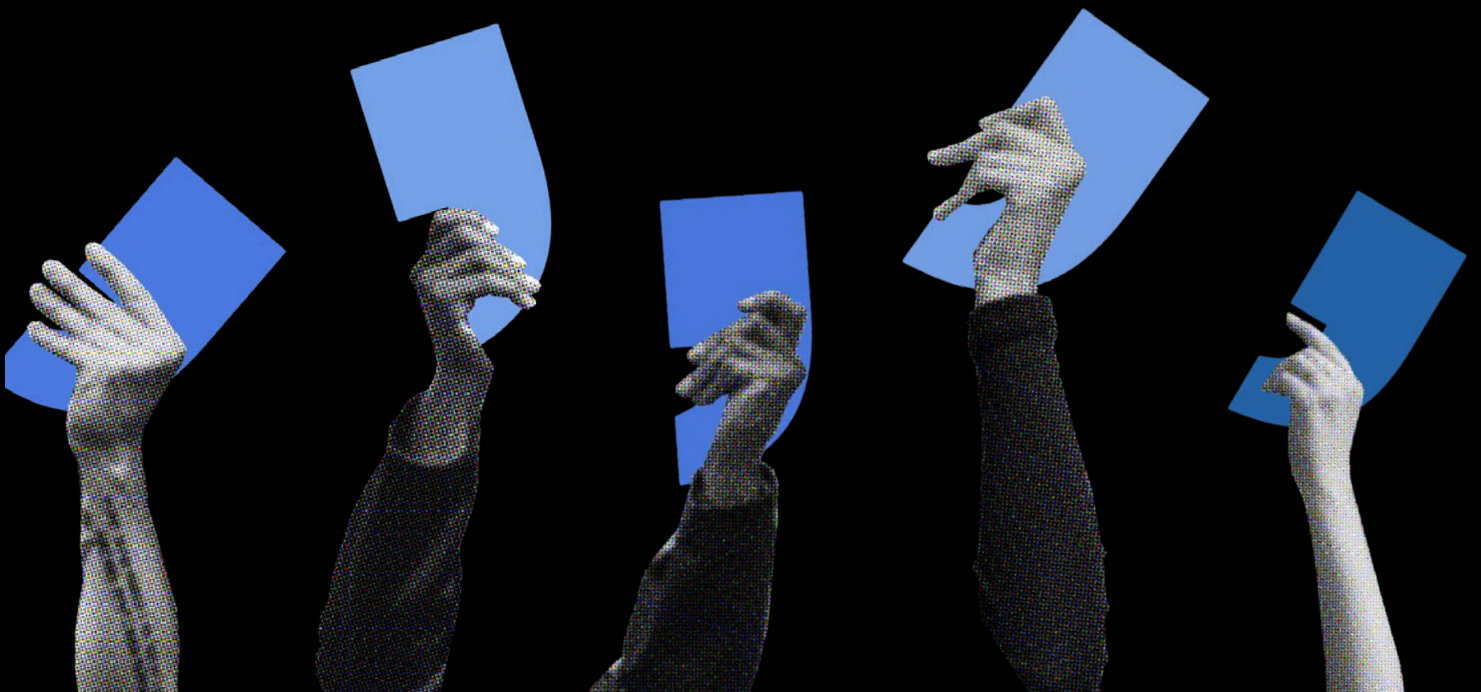


The Falmouth & Exeter Students' Union Student Council

SU Accommodation Officer
Role Descriptor



SU Accommodation Officer

Short Description:

You will be working with the SU Presidents and SU staff to represent students on all aspects of their accommodation experience, including students living in halls of residence and in private accommodation.

Status:	Part-Time Officer
Elected:	By secret ballot by all Falmouth and Exeter students
Term of Office:	1 Academic Year
Accountable to:	The student body via SU Board of Trustees, SU Student Council, Annual General Meeting and Union General Meetings
Member of/attends:	SU Student Council (twice a term) 1:1 with SU President Welfare & Inclusivity (twice termly) Regular Updates with SU Student Voice staff Other groups or meetings as appropriate and mandated
Hours:	As the role requires and can be flexible dependent on studies.
Remuneration:	This is a voluntary role, however, out of pocket expenses will be paid

Responsibilities:

1. To attend all meetings as required by the role;
2. To attend other relevant meetings and make contact with appropriate colleagues within Falmouth Exeter Plus as agreed as well as external agencies to ensure that the student voice is represented when accommodation issues are raised;
3. To represent the Student Voice about accommodation issues with appropriate colleagues at Falmouth and Exeter Universities.
4. To work with Student Living Support to ensure the student voice is represented in meetings with local community representatives.
5. To work with the President of Welfare and Inclusivity to ensure they understand any issues involved with students in private accommodation or halls of residence;
6. To campaign and raise awareness of accommodation issues;
7. To liaise with the SU advice service, Student Voice Team and Presidents to ensure the student voice is prominent when discussing issues to do with accommodation.
8. To input into the planning and delivery of the next Welcome Week programme, particularly regarding accommodation issues;
9. To manage and report on budgets received in line with SU procedures
10. To work with SU colleagues to deliver on agreed SU priorities regarding accommodation.

General Duties:

1. To undertake training as required to fulfil your role;
2. To conduct yourself appropriately as a public representative of students and SU.
3. To make yourself known to the students you represent;
4. To effectively communicate information and plans with relevant members of the SU team;
5. Ensure that SU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
6. Carry out duties within the scope of the role as set out in the SU Constitution & By-laws or as mandated by the SU Board of Trustees, SU Student Council, Referenda and General Meetings;
7. To regularly provide a written report to the SU Student Council on duties undertaken;
8. To promote SU and student involvement in line with SU branding and marketing guidelines;
9. To deliver a handover for your successor

Additional Responsibilities

We may require additional support in disseminating key information through your elected channels of communication to the students you represent, including promotion of:

- SU Course Rep Elections (nomination and voting)
- SU Student Council Elections (nomination and voting)
- SU President Elections (nomination and voting)
- SU Awards (nomination and voting)
- SU Postgraduate Society events

Key Contacts

- SU Welfare & Inclusivity (Mentor)
- President Student Experience
- President Falmouth
- President Exeter
- SU Student Council
- Student Voice Team