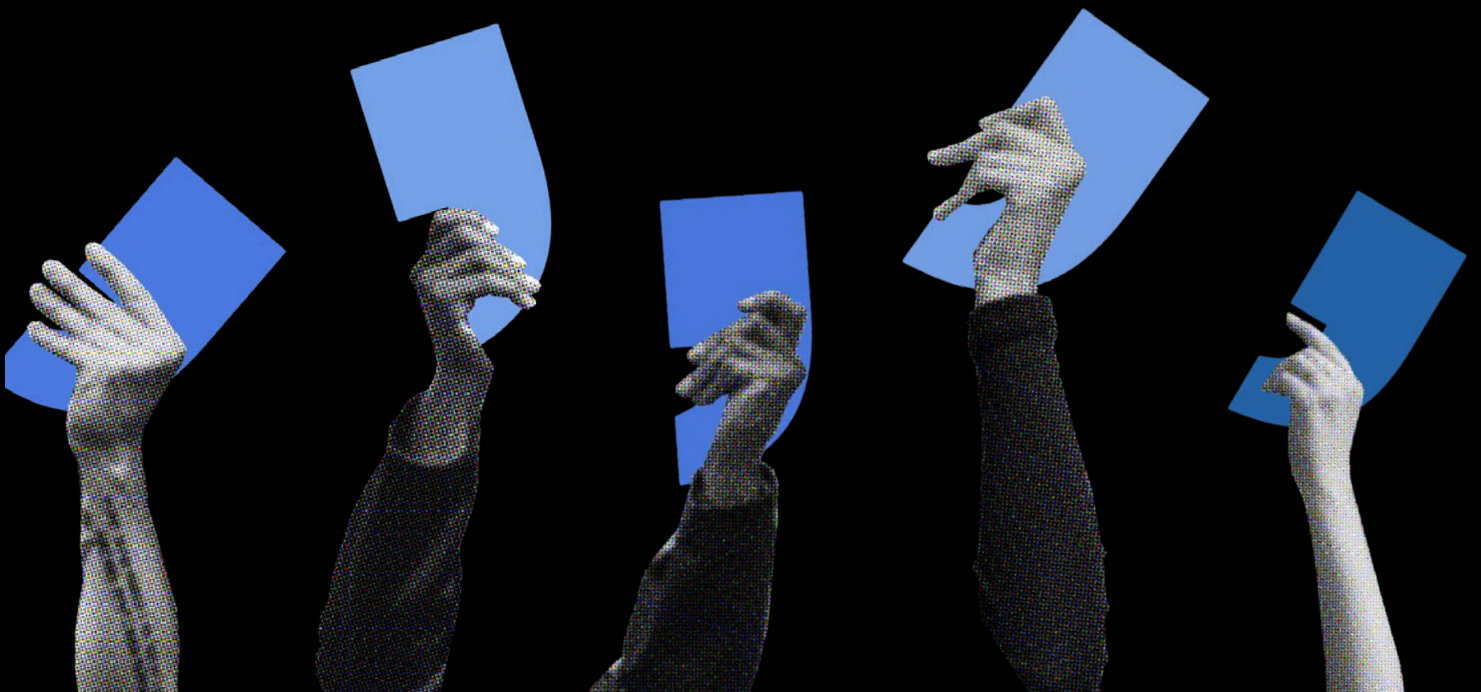


The Falmouth & Exeter Students' Union Student Council

SU Community Officer
Role Descriptor



SU Community Officer

Short Description:

You will be working with SU Presidents, and SU staff to make sure the relationship between students and other members of the local community is the best that it can be.

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 where appropriate.

Role Summary:

- To represent and campaign on students' interests with particular regard to students living in the local community;
- To build links between students and other members of the local community.

Responsibilities:

1. To attend all meetings as required by the role;
2. To consult with students regarding community issues and ensure students view and experience is represented in local community meetings, by liaising with Student Support Services and SU staff. To ensure the needs of the student community in the local area are tended;
3. To work with SU staff and the President of Welfare and Inclusivity to ensure the students view and experience is understood regarding crime and safety issues in the local community to facilitate debate and pro-action on issues affecting students in the local community;
4. To work with the Accommodation Officer to maintain good links between SU and students living in private accommodation;
5. To input into SU planning for creating a sense of community between Universities, different campuses and distant learners.
6. To input into the planning and delivery of the next Welcome Week programme, particularly regarding students in the local community;
7. To manage and report on any budgets received in line with SU procedures.
8. To attend other relevant meetings and make contact with appropriate colleagues within the University of Exeter, Falmouth University and Falmouth Exeter Plus as agreed as well as external agencies to ensure that student equality issues are raised;

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 & Bye-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

Key Contacts

- SU President Welfare & Inclusivity (Mentor)
- President Student Experience
- President Falmouth
- President Exeter
- SU Student Council
- Accommodation Officer
- Student Support Services in FX Plus
- Student Voice Team