



Committee Positions

Core positions (must be up for election)

GROUP ADMINISTRATOR

This role is a new role created to reduce the demand on the President and add value to the treasurer role, therefore, it includes elements of the Treasurer roles. It's been designed to incorporate the behind-the-scenes administrative work and the financial elements that go into running a student group.

This Role will...

- Provide all the necessary administrative support and carry out any necessary financial duties, with support from the SU, using UWLSU systems and processes to ensure the student group is well managed and run effectively.
- The Group Administrator will organise room bookings, booking guest speakers, arrange training sessions, arranging facilities, coordinating kit/equipment orders as needed, check the student group finances with the SU.
- The SU will offer and provide support to you in this role through training workshops, drop-in sessions, courses and in person guidance should you need it.

Is this role for you?

Do you want to work with your Student Group and the Students' Union to achieve great things?
Learn new skills and further your career prospects?

We want to support you to become the best you can be! We will help you to:-

- Learn everything you need to be successful.
- Support the growth and development of your club.
- Ensure your club is organized and run in an efficient compliant manner.
- Support your members, provide a great experience for them and solve any problems you might have.
- Develop your skills set and experiences.

If this sounds like you get in touch and nominate yourself for the role!

What you will get out of the role...

- Experience in running a student group and organising a student group
- Experience in working as part of a team while leading on administration and finance
- Budgeting skills and experience
- Knowledge of financial processes and experience
- Opportunity to develop a range of soft interpersonal skills crucial to entering the world of work
- The opportunity to develop and build networks that will last a lifetime.
- Recognition via your Higher Education Achievement Record (HEAR)

CLUB CAPTAIN - For Sports

This role is new and includes elements of the President & Captains roles. It's been designed to incorporate the on-field direction and the organisational elements that go into running a successful sports club on and off the field of play. This person doesn't need to be the best player, but more of a leader who has a vision for the club. Club captains will be assisted by team captains where applicable.

This Role will...

- Act as the role model for the Club and act as the link between players, the committee and the Students' Union.
- Take an active role in representing the views of the membership to the committee and the Students' Union.
- Uphold the values and reputation of the club (on and off the field), the Students' Union and the University.
- Challenge inequality and provide equal and fair treatment for all members of the club on and off the field

Is this role for you?

Do you want to work with your Student Group and the Students' Union to achieve great things?
Learn new skills and further your career prospects?

We want to support you to become the best you can be! We will help you to:-

- Develop and grow as an individual and group member.
- Learn everything you need to know to be successful.
- Become an energetic, enthusiastic, organized and motivational leader.
- Thrive on the energy that comes with leading the club and committee to deliver training, matches, festivals or competitions.
- Do the best for the members when they are playing and performing.
- Put the achievements and successes of the club first.

If this sounds like you get in touch and nominate yourself for the role!

If successful you will...

- Gain experience in running a student group and learn valuable skills to take into the workplace including, people management, communication, planning and organisation
- Develop yourself as a leader and inspire others to want to achieve great things within your club.
- Experience in working as part of a team while leading direction and agenda
- Have the opportunity to develop and build networks that will last a lifetime.
- Learn and develop leadership, organisational and management skills and an understanding of financial process and procedures.
- Have the opportunities to help make other students' experience at University the best experiences!
- Recognition via your Higher Education Achievement Record (HEAR)

CHAIRPERSON – For Societies

This role is new and includes elements of the President and Vice-Presidents roles. It's been designed to incorporate some of the administration and face-to-face elements that go into running a society. This person will act as the face of the society and will lead by example!

This Role will...

- Act as the role model for the Society and act as the link between members, the committee and the Students' Union.

- Take an active role in representing the views of the membership to the committee and the Students' Union.
- Uphold the values and reputation of the Society, the Students' Union and the University.
- Challenge inequality and provide equal and fair treatment for all members of the society

Is this role for you?

Do you want to work with your Student Group and the Students' Union to achieve great things? Learn new skills and further your career prospects?

We want to support you to become the best you can be! We will help you to:-

- Learn everything you need to know to be successful.
- Be an energetic, enthusiastic, organized and motivational leader.
- Thrive on the energy that comes with leading a society and committee to deliver your activities.
- Do the best for the societies members.
- Put the needs of the society first.

If this sounds like you get in touch and nominate yourself for the role!

If successful you will...

- Gain experience in running a student group and learn valuable skills to take into the workplace including, people management, communication, planning and organisation
- Develop yourself as a leader and inspire others to want to achieve great things within your society.
- Experience in working as part of a team while leading direction and agenda
- Have the opportunity to develop and build networks that will last a lifetime.
- Learn and develop leadership, organisational and management skills and an understanding of financial process and procedures.
- Have the opportunities to help make other students' experience at University the best experiences!
- Recognition via your Higher Education Achievement Record (HEAR)

Suggested roles.

COMMUNICATIONS MANAGER - For Both

This role is new and includes elements of a social media sec that some student groups have had in previous years and other means of communication. It's been designed to ensure consistency of your student groups message across all communications and to give you a single point of contact for comms. This person will oversee the student group communications.

This Role will...

Ensure all your Student Group communication channels, (inc. Social Media, WhatsApp, Email, Facebook, Website etc....) are maintained and updated with relevant news stories and information.

Create content that has the best interests of the club members, UWLSU, UWL and the wider university community.

Raise the Student Group's profile and boost its popularity by ensuring good news stories are communicated through the right channels.

Will work with all committee members to effectively promote and publicise Student Group events, activities, social events, and any other activities, and to work with the Students' Union to reward its members to ensure the future well-being of the club.

Is this role for you?

Do you want to work with your Student Group and the Students' Union to achieve great things? Learn new skills and further your career prospects?

We want to support you to become the best you can be! We will help you to:-

- Learn everything you need to know to be successful.
- Be a creative, enthusiastic and organised comms and social media content writer.
- Prepare, plan, and implement a comms plan for your student group.
- You manage multiple comms projects at once.
- Liaise with the committee to ensure all comms are accurate and delivered on time.

If this sounds like you get in touch and nominate yourself for the role!

If successful you will...

- Gain experience in social media, communications plans, marketing
- Learn about webpage development and maintenance

- Experience in working as part of a team while leading on specific communications elements
- Have the opportunity to develop and build networks that will last a lifetime.
- Learn and develop leadership, organisation, planning and delivery
- Have the opportunities to help make other students' experience at University the best experiences!
- Recognition via your Higher Education Achievement Record (HEAR)

INCLUSION MANAGER - For Both

Our groups do a great job of creating an inclusive environment and we believe can do more to support you in this area. So, we have created an inclusion manager. This role is new and is responsible for ensuring that all student group activity is accessible for all students. You'll challenge ideas and suggestions to make sure your offer is inclusive.

This Role will...

- Counteract perceived barriers to participation.
- Challenge inequality and encourage equal and fair opportunities for all members.
- Ensure that all events, comms, social media are inclusive.
- Call out any inappropriate behaviour in your Student Group or committee.
- Be there to talk to people who have concerns.

Is this role for you?

Do you want to work with your Student Group and the Students' Union to achieve great things?
Learn new skills and further your career prospects?

We want to support you to become the best you can be! We will help you to:-

- Learn everything you need to know to be successful.
- Be a passionate, enthusiastic and reliable student to support the committee and the student group membership.
- Think of inclusivity when your group is planning any events.
- Ensure every opportunity is offered by your group and is open to all students.
- Break down barriers to participation for all students that want to access your student group.
- Be welcoming and caring to those that need support.

If this sounds like you get in touch and nominate yourself for the role!

If successful you will...

- Gain experience and knowledge on diversity and inclusion
- Learn about underrepresentation and equal opportunities
- Experience in working as part of a team while leading on inclusion
- Have the opportunity to develop and build networks that will last a lifetime.
- Learn and develop leadership, organisation, planning and delivery
- Have the opportunities to help make other students' experience at University the best experiences!
- Recognition via your Higher Education Achievement Record (HEAR)

EVENTS MANAGER - For Both

This role is a new role created to add value to the previous social sec role, therefore, it includes elements of the social sec role. It's been designed to incorporate the behind-the-scenes administrative work, the financial elements and the face-to-face elements that go into running effective and successful student group events and social activities.

This Role will...

- Connect your members to the student group by providing a wide range and inspiring Calander of events.
- Improve on previous activities that the student group has organised.
- Be instrumental in keeping your members connected and engaged with the student group.
- Support the committee in the planning and running of fundraising events and provide additional income to the student group.
- Liaise with the committee to publicise and promote events and activities.

Is this role for you?

Do you want to work with your Student Group and the Students' Union to achieve great things? Learn new skills and further your career prospects?

We want to support you to become the best you can be! We will help you to:-

- Be an enthusiastic, creative, organised and reliable student to run student groups events.
- Lead on the organisation of all student group events.
- Manage the running and implementation of events.
- Liaise with the committee to ensure events are run effectively.

If this sounds like you get in touch and nominate yourself for the role!

If successful you will...

- Gain experience in event management
- Learn about the event planning organisation and delivery
- Experience in working as part of a team while leading events
- Have the opportunity to develop and build networks that will last a lifetime.
- Learn and develop leadership, organisation, planning and delivery
- Have the opportunities to help make other students' experience at University the best experiences!
- Recognition via your Higher Education Achievement Record (HEAR)

CAPTAIN – Sports

This is a sports-specific role that will take the lead of the on-field match day activities. They will lead the team to perform to the best of their ability and will lead by example. They will be a role model for their members. They will liaise with facilities, referees and opposition on a match day.

This Role will...

- Represent the team's views and opinions to the Student Group committee, including the Students' Union and the Coach (if applicable).
- Pass on information about any match day activities and act as a role model by leading by example.
- You will uphold the values of the team, club, student groups, the Students' Union and the University.
- Ensure the correct kit and equipment is ready for matches and is returned after the match.

- Ensure all players are members of the SU and registered on BUCS Play before the first match.
- Complete team sheets and other relevant forms before matches and liaise with SU to ensure they are submitted as required.

Is this role for you?

Do you want to work with your Student Group and the Students' Union to achieve great things? Learn new skills and further your career prospects?

We want to support you to become the best you can be! We will help you to:-

- Be an energetic, enthusiastic, organised and motivational match day team captain.
- Develop the ability to bring the energy and motivation that's needed on a matchday to get the best performance from your players.
- Get the best out of your players when they are playing and performing.
- Support the Club Captain and put the club first.
- Become a student that wants to develop themselves and have a desire to continually improve.

If this sounds like you get in touch and nominate yourself for the role!

If successful you will...

- Gain experience in team management
- Learn about team planning and match delivery
- Experience in working as part of a team while leading on the field and match day activity
- Have the opportunity to develop and build networks that will last a lifetime.
- Learn and develop leadership, organisation, planning and delivery
- Have the opportunities to help make other students' experience at University the best experiences!
- Recognition via your Higher Education Achievement Record (HEAR)

COVID OFFICER – Sports

This is a new role in response to the Covid Pandemic. We will be working with you to ensure that your activity is Covid safe and that you and your members are aware of the latest GOV measures.

This Role will...

- Ensure your activity is organised within a COVID safe environment.
- Work with the Students' Union to oversee all sessions are Covid safe
- Can be included within another committee role to ensure sessions are safe.
- Liaise with the Students' Union to provide information to its members about any sports specific 'Return to Play' guidelines.

This role will be removed in the future when it is appropriate to do so.

Is this role for you?

Do you want to work with your Student Group and the Students' Union to achieve great things?
Learn new skills and further your career prospects?

We want to support you to become the best you can be! We will help you to:-

- Be a reliable, organised student to ensure student group activity is safe.
- Follow GOV / NGB guidelines for a Covid safe session.
- Keep your student groups activity running.
- Provide admin support to the Group Administrator.
- Be a student that develops themselves and has a desire to continually improve.

If this sounds like you get in touch and nominate yourself for the role!

If successful you will...

- Gain experience in risk assessment and management
- Learn about event planning and delivery
- Experience in working as part of a team while leading Covid safety risk management
- Have the opportunity to develop and build networks that will last a lifetime.
- Learn and develop leadership, organisation, planning and delivery
- Have the opportunities to help make other students' experience at University the best experiences!
- Recognition via your Higher Education Achievement Record (HEAR)

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