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**ROLE**

**DESCRIPTION**

**BME**

**OFFICER**

**Spring 2025**

**Updated: January 2023**

**ROLE DESCRIPTION**

**Position:** BME Officer

**Start date:** 7th July 2025

**End date:** 10th July 2026

**Hours of work:** Part-Time, working 3 hours per week Monday – Friday (with commitment required to work outside regular working days on occasion as required).

**Induction:** 18th August – 22nd August compulsory

**Responsible to:** Student Voice Manager

**Benefits:**

* Opportunity to develop key leadership and negotiation skills, whilst acting to deliver positive impact on the experience of more than 17,000 student members
* Guest list entry + 1 Guests (you must be present) for Union club nights.
* 40% off Coffee in Locos (in line with staff discount offered at the time) to be eligible for this

**Training:**

* Full weeklong induction and training period
* Access to University training programme
* Role specific learning and development opportunities

**ROLE REQUIREMENTS**

**Requirements:**

* You must currently be enrolled at Brunel University.
* You must be studying for the academic year 24/25 (ideally for the whole year).
* You must self-identify as a member of a Black or as a member of the global majority.
* You must be able to attend a remote campaign planning training session in August 2025.
* You must be able to work at least half of 1 day in the Union of Brunel Students office.

**Qualities you need:**

* Empathy.
* Trustworthiness, including honesty.
* Reliability, punctuality, and loyalty.
* Integrity, respect and courtesy.
* Responsibility, including accountability.
* Diligence, perseverance, self-management skills, and self-control.

**You'll need to show:**

* A commitment to promoting equality, diversity and inclusion.
* Excellent written and oral communication skills.
* Cultural sensitivity.
* Experience of building relationships with key stakeholders and decision makers
* The ability to build the trust of community groups
* Negotiation and persuasion skills
* The ability to work as part of a team
* Self-motivation and an ability to use initiative
* Organisational and project-management skills
* Good report-writing ability

**The role entails you to:**

* Research, apply and promote diversity initiatives and share best practice.
* Provide support on equality and diversity issues.
* Assess community needs and promote community cohesion.
* Promote changes within the Union, University and the wider community.
* Liaise with community groups and other relevant organisations.
* Interact with people at all levels and from a range of backgrounds.
* Act in the best interests of all communities at Brunel.

**ROLE RESPONSIBILITIES**

**Responsibilities:**

* As the Black & Minority Ethnicities (BME) officer, you will support the implementation of One Brunel and the creation of a diverse and inclusive community.
* As the BME officer, you will bring awareness to the issues faced by students from racialized minorities and promote equity and racial inclusion.
* As the BME officer, you will create 2 innovative campaigns that galvanize the Student Membership and promote racial equality.
* As the BME officer, you will inherit the mandatory legacy campaign of Black History Month and be allowed to choose a supplementary campaign that supports or celebrates students from racially minoritized backgrounds.
* As the BME officer, you will co-chair the Black Students Network (BSN).

**Legacy Campaign:**

You will create a Black History Month (BHM) campaign, in accordance with the BHM theme of the year. The objective of the campaign is to support Brunel’s Black student population and celebrate Black contributions to British society and Black history. Black History Month is from the 1st October – 31st October.

**Supplementary Campaign:**

As the BME Officer, you will be encouraged to create a supplementary campaign that either promotes diversity or supports students from racially minoritized communities.

**KEY CONTACTS**

As the BME Officer, you will work closely with:

* The Welfare and Inclusion President
* The Student Activities President
* The Black Students Network
* The Student Voice Manager
* The Student Activities Manager