****

**ROLE**

**DESCRIPTION**

**HOME STUDENTS**

**OFFICER**

**Spring 2025**

**Updated: January 2023**

**ROLE DESCRIPTION**

**Position:** Home Students 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 period
* Access to University training programme
* Role specific learning and development opportunities

**ROLE REQUIREMENTS – There are 2 roles available, at least one of which should be a women)**

**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 be ordinarily resident in the UK without any immigration restriction are a British or Irish national who has lived in the UK, Republic of Ireland, the Isle of Man or the Channel Islands for three full years immediately before the first day of your course.
* 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:**

* You will address issues affecting Home Students like access to student funding, welfare support, inclusion, and cultural recognition.
* You will lead the Home Students' Network (HSN) as well as oversee the development of an engaging, dynamic and rewarding community of home students.
* You will represent the needs and interests of home students within the Brunel Community. Working with the campaigns and student engagement co-ordinator, facilitate initiatives to support engagement across our diverse student communities.
* You will work with the Education, Welfare & Inclusion and Student Activities Presidents to improve the experiences of home students.
* You will contribute to the Union of Brunel Students Academic Support campaign, ensuring the campaign relates to the specific needs and struggles experienced by Home Students
* You will create 2 innovative campaigns that galvanize the Student Membership and celebrate the wealth of knowledge that makes up the student and staff population.

**Mandatory Campaign:**

As the Home Student Officer, you will be encouraged to create a supplementary campaign that supports home students specifically.

**KEY CONTACTS**

As Home Students Officer, you will work closely with:

* The Education President
* The Home Students Network
* The Student Voice Manager
* The Student Activities Manager