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**ROLE**

**DESCRIPTION**

**WOMENS**

**OFFICER**

**Spring 2025**

**Updated: January 2023**

**ROLE DESCRIPTION**

**Position:** Women’s 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:** 7th July – 29th July, 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 month-long induction period
* Access to University training programme
* Role specific learning and development opportunities

**ROLE REQUIREMENTS**

**Requirements:**

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* 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 woman.
* You must be able to attend a 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**

* As the Women’s Officer, you will promote gender equality and champion the rights of self-identifying women.
* As the Women’s Officer, you will contribute to the Student Union’s ‘Period Poverty’ campaign.
* As the Women’s Officer, you will create 2 innovative campaigns that galvanize the Student Membership and celebrate the contribution made by women in society and within the Brunel community.
* As the Women’s Officer, you will co-chair the Women Student Network (WSN).
* As the Women’s Officer, you will inherit the mandatory legacy campaign of International Women’s Month campaign and be allowed to choose a supplementary campaign of your choosing.

**Legacy Campaign:**

You will lead the Student Union’s International Women’s Week & Day, in accordance with the International Women’s Day theme of the year. The objective of the campaign is to bring awareness to the issues faced by women, highlight the women’s rights movement, and promote gender equality. International Women’s Day is 8th March.

**Supplementary Campaign:**

As the Women’s Officer, you will be encouraged to create a supplementary campaign that brings awareness to the issues faced by women.

**KEY CONTACTS**

As the Women’s Officer, you will work closely with:

* The Welfare and Inclusion President
* The Student Activities President
* The Gender, Diversity and Inclusion Officer
* The Women’s Student Network
* The Student Voice Manager
* The Student Activities Manager