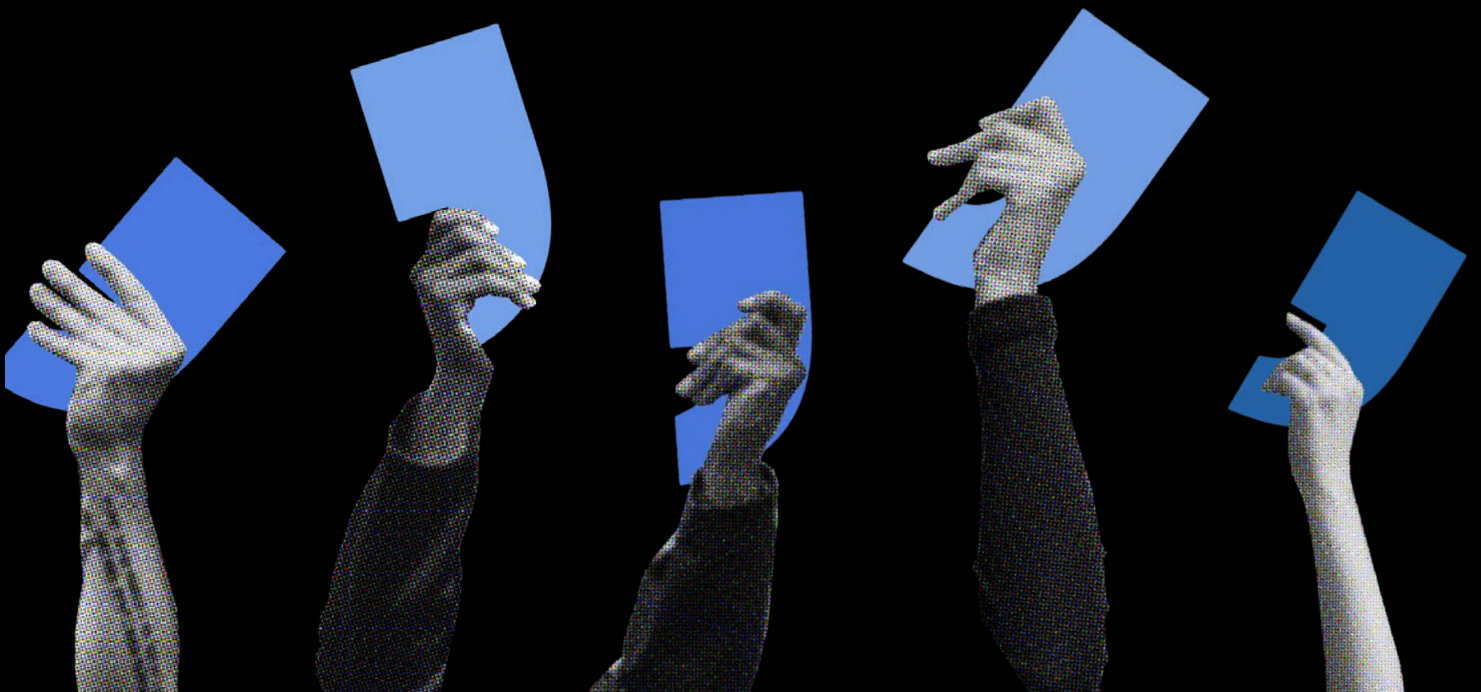


# The Falmouth & Exeter Students' Union Student Council

SU Volunteering Officer  
Role Descriptor



# SU Volunteering Officer

## Short Description:

You will be working with SU Presidents, and SU staff to ensure the volunteering provision is what students want and that outcomes of the student volunteering experience are celebrated.

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 Student Experience (twice termly) Regular updates with SU Student Opps 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 the student view and in your work with the SU; to ensure students can engage with the student volunteering provision and thrive from the experience.
- To work closely with SU President Student Experience and staff – particularly the Opportunities team – to develop student volunteering opportunities, engagement and support

Responsibilities:

1. To attend any meetings required by the role;
2. To consult with student volunteers, to identify their development needs, promote their successes and share information with the President Student Experience and appropriate SU staff
3. To work in partnership with the Fundraising Officer to assist the President Experience and SU staff to conduct student volunteering observations
4. To consult with students about existing and proposed opportunities, facilities and ideas for future developments and feed this into SU planning processes.
5. To consult with students about their current volunteering experience and work to develop volunteer engagement and satisfaction.
6. To promote and contribute to the planning and delivery of the Welcome Week programme and other related volunteering opportunities throughout the year such as Student Volunteering Week.
7. To develop the engagement and support of student volunteers
8. To update and report SU Opportunities staff and President Student Experience with developments, ideas and consultation outcomes.

#### 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 & By-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

- President Student Experience (Mentor)
- SU Opportunities Team
- SU Opportunities Volunteering-specific societies
- RAD Fundraising Officer
- SU Student Council
- Student Voice Team