

Job Description

Vice President Welfare and Equality

Key Responsibilities

The Vice President Welfare and Equality (VPWE) acts as the recognised spokesperson on student matters concerning health, financial support, housing and safety, as well as being responsible for coordinating the Liberation Officers.

It is the VPWE's responsibility to:

- Attend any College meetings where student representation on equality and diversity matters may be required.
- Meet with the College, in conjunction with the President and VPER, for the purposes of monitoring and reviewing the College's student policies and procedures.
- When the Executive Committee is planning activities and events, ensure it considers the needs of part time students, mature students, students under the age of 18, students with caring responsibilities and international students.
- Promote the SA's zero tolerance to bullying.
- Work with the Liberation Officers to:
 - ensure relevant NUS Liberation campaigns are promoted across all campuses.
 - develop and deliver campaigns and events which raise awareness of their representative student groups and the discrimination they face.
- Work in partnership and alongside student support services to develop and deliver campaigns and events on matters such as health and wellbeing, mental health stigma, personal safety, sexual health awareness.
- Produce and promote a list of outlets which offer discount to Fife College students.
- Ensure the SA and College meets and upholds its equality obligations, and that services and policies fully reflect the diversity of student needs.

- Establish, maintain contact with, and provide information from groups and organisations on welfare issues, maintaining and ordering stocks of information as required.
- Assist students in welfare issues and problems, ensuring they are referred when necessary to the appropriate College service or external organisation, and monitor the progress of such cases.

Commitments and Duties

The President and Vice Presidents are elected into a full-time paid role and work 35 hours a week. The other officer positions are part-time voluntary roles, however we expect at least 4 hours a week to be dedicated to these roles on campus (unless attending an external event).

Elected students are expected to attend every meeting of the Executive Committee and Student Council, and to present reports on their activities. If two consecutive meetings are missed without appropriate reason, they will be considered to have resigned. This ruling applies to anyone who has missed two meetings with appropriate reason and does not participate in any subsequent meetings.

All elected students are expected to uphold the SA Constitution and other regulations and policies, including the Student Officer Code of Conduct. Alongside the roles and remit of each specific post, all elected students must:

- Be accountable for their decisions and actions.
- Act fairly, democratically and with transparency and openness in all that they do.
- Engage with the wider membership, seeking feedback and input from members and actively encourage participation and involvement in the SA.
- Treat all students in a non-judgemental and empathetic manner whilst respecting confidentiality.
- Attend induction and training events.
- Share relevant knowledge and information with officers, staff and committee members in a timely manner.
- Identify and implement improvements to the quality of the SA operations.
- Take all reasonable steps to ensure health and safety procedures are in place.
- Ensure the implementation of equal opportunities throughout the SA.

- Be aware of the staff-student protocol and observe the agreements set out in the document.
- Work with the Sports Union and Wellbeing Co-ordinator to help promote the Sports Union and encourage student involvement in its activities.
- Work in an environmentally friendly way, reducing the carbon footprint and educating students on ethical and environmental issues.