



## President (Wellbeing & Inclusion)

### Job Description and Person Specification

#### Summary

Aston Students' Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.

#### Job Summary

One of a team of four Presidents that lead Aston Students' Union.

To run for this officer role, you must be an Aston University student. You can do this role during your placement year or after graduating. You can request to take a year out to carry out this role at any stage of your studies.

The President (Wellbeing & Inclusion) leads the Student Union's approach to wellbeing and inclusion, representing Aston University students to Aston University, locally, regionally, and nationally. The President (Wellbeing & Inclusion) leads and organises campaigns on areas such as mental health, sexual health, alcohol, and substance use etc.

The President (Wellbeing & Inclusion) will be a Director and Trustee of Aston as a company and charity.

**Principle Purpose of Job:** The successful candidate will focus half of their time on the priorities of the student membership and the remaining time on the priorities of their employer, Aston Students' Union.

#### Responsible to:

- 1) As an elected leader to the members of Aston Students' Union primarily through the Students' Union Council and other democratic processes
- 2) As an employee through your designated manager for your time in employment at Aston Students' Union.

**Work Location:** Aston University Campus: Aston Students' Union, B4 7BX

### **Equality, Diversity, and Inclusivity**

Aston Students' Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.

### **Main Duties and Responsibilities:**

- A. Being the primary student representative and leader on issues to do with wellbeing, health, diversity, and inclusion within Aston University and to local, regional, and national bodies.
- B. To be a trustee and director of the SU as a charitable organisation.
- C. Encouraging student campaigns that improve the living conditions for students at Aston University.
- D. To be the primary student officer lead for the SU's faith, culture, and wellbeing related societies.
- E. To be the primary student leader for wellbeing representatives (within clubs and societies) and volunteers within the students' union.
- F. To organise and promote projects that advance student wellbeing & inclusion across all students, with particular attention to those that may have been identified as underrepresented or be in a minority at Aston or nationally.
- G. The President (Wellbeing & Inclusion) is not a trained professional support role expected to provide wellbeing support to individual students. The position holder will signpost and refer students to relevant wellbeing services.

### **General Responsibilities:**

- A. Any other duties reasonably required by the SU Council, Executive Committee, or other Student Committees.

- B. Attend relevant meetings within the SU, with the University and other internal or external stakeholders.
- C. Ensuring activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

**Standards:**

- A. The post holder will be expected to act both professionally and personally, display a positive image of Aston Students' Union.
- B. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity, and accountability.
- C. To actively demonstrate commitment to equality, diversity, and inclusion.
- D. The post holder will be expected to abide by the SU's various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

## Person Specification

### Essential:

- You must be an Aston University student, and the role can be carried out immediately following graduation.
- You must not have current disciplinary sanctions against you from Aston University or Aston Students' union that prohibit you from carrying out the role.
- You must not have been legally barred from holding the role of company director or charity trustee.

### Applicant information

- Fixed term salary: **in the region of £25,000** (salaries are confirmed after annual pay awards in line with Aston University pay scales)
- Pension: 7.5% matched Employer Contribution (position holders can choose to opt in or out)
- Free NUS Totum Discount Card.
- If you would like to clarify any information or have an informal chat about the role, please email [voice@union.aston.ac.uk](mailto:voice@union.aston.ac.uk).

### Important Dates

- Nomination period: Monday 27<sup>th</sup> January at 10am
- Elections Training: Tuesday 25<sup>th</sup> February 1-2pm or Wednesday 26<sup>th</sup> February 1-2pm
- Manifesto Deadline: Monday 3<sup>rd</sup> March at 10am
- Campaigning starts: Monday 10<sup>th</sup> March at 10am
- Question Time: Monday 10<sup>th</sup> March at 1pm
- Voting period: Monday 10<sup>th</sup> March at 10am until Thursday 13<sup>th</sup> March at 1pm
- Term of Office: Tuesday 1<sup>st</sup> July 2025 until Tuesday 30<sup>th</sup> June 2026
- Training: Monday 16<sup>th</sup> June until Monday 30<sup>th</sup> June 2025

### Dates as displayed on the SU website