

SABBATICAL OFFICER TRUSTEE

WELFARE, EQUITY & INCLUSION OFFICER

JOB DESCRIPTION

Job title:	Welfare, Equity & Inclusion Officer
Location:	Your normal place of work is 4 Worcester Street, Oxford, OX1 2BX. We expect all employees to be in the office at least 60% of the time; during term time, officers will probably need to be on-site most days, depending on business need.
Working hours:	37.5 hours - to be worked according to business need
Contract:	One year fixed term
Salary:	£28,081
Term in office:	01/07/25 - 30/06/24
Holidays:	24 days + 6 fixed closure days + 8 public holidays

Job Purpose

The main focus of this role is representing students from marginalised backgrounds in relation to their educational experience at the University of Oxford internally and externally. You'll gather and access actionable insight on the student experience for specific groups of students including wom*n, disabled students, LGBTQIA+ students, international students, socioeconomically disadvantaged students and students of colour. You'll be an advocate for student needs and rights, influencing decisions and engaging in policy development across the collegiate university, all in the pursuit of equity. You'll work with students and other representatives in partnership with college and University staff to co-create solutions and policies to improve the lives of students from marginalised backgrounds.

Key Staff Stakeholders

- Chief Diversity Officer
- Equality and Diversity Unit
- Student Welfare and Support Services
- Joint Mental Health Sub-Committee
- Environmental Sustainability Sub-Committee
- Welfare Forum
- Equality & Diversity Forum

Key Committees

- Student Life Sub-Committee
- Joint EDI Committee
- Community Officers
- Society Presidents
- Common Room Representatives

Key Student Stakeholders

Responsibilities



As a Representative of the Students' Union

- To attend and actively contribute to committees and working groups across the collegiate university
- To build collaborative and mutually beneficial relationships with student members, student representatives (specifically those from marginalised groups), as well as key university and college stakeholders
- To work with SU staff and other stakeholders to identify and work towards policy targets to improve students' and achieve equity of experience for marginalised students
- To proactively engage student members and representatives in consultation and policy development work
- To work within the SU's governance and democratic structures, ensuring that decisions are made in line with the articles and bye-laws of the organisation and that you remain accountable to the membership through your actions
- To represent Oxford SU nationally, through organisations such as NUS
- To work specifically with RepComs, RepCom Chairs and Community Officers to deliver high-impact representation across the collegiate University

As a Member of the Sabbatical Officer Team

- To work collaboratively with the other sabbatical officers and the Senior Leadership team, as an equal member of the team
- To assist other sabbatical officers in their work, including deputising on committees
- To identify and work towards joint policy targets and to consult with other officers where their portfolios are relevant to policy targets that you are working towards individually

As a Member of Staff within the Students' Union

- To contribute to organisational priorities and strategic plans, including supporting the gathering of insight and data
- To work collaboratively with all other employees of the students' union
- To follow all SU policies and procedures in relation to your employment
- To support organisation-wide projects and activities including Fresher's Fair

As a Sabbatical Officer Trustee

- Ensuring that Oxford SU only uses its resources in pursuit of its stated objects (purposes) defined in the Articles as Association. Contributing to the development of long-term strategies to achieve these objects, ensuring that Oxford SU defines its goals and regularly evaluates performance against agreed targets
- Ensuring that Oxford SU complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Safeguarding the good name and values of the organisation, and always acting in the organisation's best interests
- Ensuring that decisions are made taking account of and protecting the financial stability of Oxford SU
- Ensuring that the Board gives proper consideration to decisions made through Oxford SU's democratic processes, bringing your specific lived experience as a student.
- In achieving this, Trustees are expected to review board papers, lead discussions, focus on key issues, provide advice and guidance on new initiatives and advise on any issues related to the student experience