Undergraduate Officer Role Description

Location: Leeds Beckett University (City campus and Headingley campus)
Salary: £26,192
Hours: Full-time (35 hours per week)
Contract: One year fixed term - from 1st July 2026

Are you passionate about representing students, building communities, and driving change? Then why not consider standing for election to one of our brand new Full-time Officer roles!

What you'll be doing:

As a Full-Time Officer, you'll take on a vital leadership role within our Union, where you'll:

- Play a leading role in Community Organising, ensuring effective dialogue between our core student communities and the Executive Committee.
- Represent students and advocate for their interests on key University committees, boards, and decision-making bodies.
- Act as a leading voice for students, representing their interests to local and national government policymakers, and within the West Yorkshire Chapter of Citizens UK, campaigning for meaningful change on the issues that matter most to students.
- Serve as a Trustee, playing a crucial role in overseeing the Union's governance and strategic direction during your term of office.

You will also be part of the Executive Committee, which has collective responsibility for:

- Providing student input into consultations, co-creation projects and working groups.
- Testing, challenging and providing feedback on priorities and recommendations emerging from organising activity.
- Shaping the agendas for Student Assemblies.
- Making urgent decisions on how LBSU should respond to emerging issues.

Skills and experience you'll need:

It is up to the students who will vote for you to decide if you're the best person for the job, but the following skills and attributes will be useful if you are elected:

- Leadership: confidence in representing student views on key committees, boards, and decision-making bodies.
- Teamwork and collaboration: ability to positively contribute to and work with various stakeholders, including Students' Union staff, University staff, students, and external partners.
- Interpersonal Skills:
- Engaging effectively with student communities, both in-person and online.
- Actively listening to understand diverse perspectives and experiences.
- Communicating clearly and persuasively.
- Problem Solving: ability to take a creative and proactive approach to challenges.
- Student Engagement: experience in student activities such as community organising, sports teams, societies or course representation.
- Time Management: ability to balance multiple responsibilities and projects.
- Flexibility: willing to adapt to a dynamic environment.

Skills and experience you'll gain:

These roles also offer the chance to grow personally and professionally. As well as the above areas, you'll also develop the following skills and experience:

- Financial management: oversight of the Union's annual budget.
- Community Organising: full training in key skills and approaches.
- Governance expertise: participating in boards and committees and making strategic decisions.
- Higher Education sector knowledge: exceptional insights and experience in student representation within HE.
- Personal and Professional Development: opportunities to network, enhance public speaking, and chair meetings confidently.