

School Officer Role Description

Location: Leeds Beckett University (City campus and Headingley campus)

Time commitment: The School Officer roles are unpaid voluntary representatives. That role requires a small-time commitment of around one hour per week. Further opportunities for participation may also be available throughout the academic year.

To be eligible to stand, you must have student status for the first semester in September 2026, following your election. You also must have completed the training provided by the Students' Union as either a Course Representative, a Student Community Organiser, a Community Leader or a Student Group Leader.

Are you passionate about representing students and contributing to the big decisions made by your Students' Union? Then why not consider standing for election to one of our brand new School Officer roles!

You would be part of the Union's Executive Committee with the full-time Undergraduate and Postgraduate Officers. Acting as the voice of students in your school, bringing their views, ideas, and concerns to the Executive Committee meetings.

What you'll be doing:

As a School Officer, you'll play a vital role in connecting communities of students to the Union. Your key responsibilities will include:

- **Representing Your School:** Acting as the voice of students in your School, bringing their views, ideas, and concerns to the Executive Committee.
- **Supporting Community Organising:** Ensuring that different perspectives of communities within your School are integrated into decision-making processes.
- **Participating in Executive Meetings:** Attending and contributing to meetings of the Executive Committee, helping to shape Union policies and initiatives.
- **Engaging with the Student Assembly:** Actively participating in Student Assembly meetings, ensuring the voices of your School's students are well-represented and championed.

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

- Promoting and facilitating LBSU's Community Organising work.

- Leading listening campaigns and engaging with student communities to gather valuable insights into their needs and aspirations.
- Shaping proposals for Student Assemblies, based on feedback from student communities and listening campaigns.
- Empowering student communities to campaign for the changes they care about.
- Making timely decisions on urgent matters that require immediate attention.

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.