

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.
- Be our voice at a national level, acting as a representative to the National Union of Students (NUS) and other regional or national organisations, ensuring student concerns are heard on a broader stage.
- 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:

- 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.