**About the Role**

The Full Time (FTO) Societies and Activities Officer is a student from UCB elected to support the development of societies and create an active, welcoming student community. They lead the Guild’s work on student engagement in the University, College, locally and nationally.

**Responsibilities**

As the Societies and Activities Officer you will:

* Promote the interests of students in relevant meetings with University/College staff
* Be the main point of contact alongside the Societies and Activities Part Time Officers (PTO) for Society Leaders and students interested in setting up societies and campaigning groups
* Work with Guild staff and Societies and Activities PTOs to develop the Guild’s activities programme, including support for clubs/societies or other student communities
* Work closely with student groups to help them engage with Guild democracy and structures, supporting them to achieve their full potential
* Liaise with community organisations, trade unions, and other groups to ensure UCB students are able to organise and campaign on issues they care about
* Oversee the development of student volunteering, community projects, fundraising etc. with support from the Societies and Activities PTOs
* Develop partnerships to support students’ individual development with other Students’ Unions, community groups, and the National Union of Students (NUS)
* Be an active member of the Executive committee, working with other Officers to make sure students at UCB know that the Guild has got their back, will help them find their people, and ultimately shape their life
* Work collaboratively with the Societies and Activities PTOs as a team to share and widen the work of the Societies and Activities Officer team
* Remain up to date with relevant current initiatives and opportunities to build a diverse range of engaged student communities

**Your Role as a Trustee**

The Guild of Students is a registered charity, committed to helping students leave UCB at their personal best. As an elected Full Time Officer, you will become a Trustee to oversee the charitable running of the Guild alongside students and external specialists. As a trustee you will be expected to:

* Promote the purpose, vision, aims and objectives of the Union
* Act in accordance with the Trustees’ Code of Conduct
* Abide by the laws of the United Kingdom and by the Guild’s Constitution
* Attend about 4 Board meetings a year, as well as training and induction. You'll also attend Subcommittees
* Prepare for Board Meetings by reading through papers and materials, which you will receive support to do
* Keep in regular contact via email with the other Trustees