

VICE PRESIDENT WELLBEING

The Vice President Wellbeing is a part of the Full-Time Officer (FTO) team in the Student Union. In this role, you will work closely with FTOs, staff across the Union, and our brilliant student representatives to make sure we understand what our members (any students enrolled at our UK campuses) need and respond as quickly as possible.

This is a **full-time position**, based in Riccarton, and is fixed term. You will be in post from 1st June 2024, with your first day being the 3rd June 2024, and you'll finish on the 31st May 2025. The salary is around £23,800.

For this role you must be available for in-person training during the handover period (27th-29th May) and induction period in the first two weeks of June.

ABOUT HERIOT-WATT STUDENT UNION

HWUnion works to support the student experience, whether that is by speaking up for students in university meetings, making students feel like they belong in the Heriot-Watt community, helping people to make a change, championing people when they're doing well or dusting people off when things don't quite go to plan. Our elected officers, staff and volunteers all make this happen under one simple goal.

Students First, Always.

HOW DO I GET THE JOB?

This is an **elected** position. Applications open on the 31st January, and close on the 21st February, then you'll get your campaign ready! From the 11th March, **students will vote** for who they think the VP Wellbeing (along with other elected positions) should be. You get the job by convincing them you're the right person for the role.

You'll be elected based on the experience you have and what skills you'll bring to the team, as well as what you think the key areas for students are going to be next year.

JOB DESCRIPTION

This is a job like no other, and no two days will look the same! You'll be elected in on a set of 'promises' you've made to students (your manifesto!), and you also have

day-to-day responsibilities on top of that. Some days you'll need to work a bit later (or even start a bit earlier if you're in a global meeting!).

THE ROLE IN A NUTSHELL...

- U Plan and organise a range of events and campaigns to improve physical, sexual and mental health, as well as financial wellbeing, equality and diversity.
- U Work with Wellbeing MPs, Liberation Societies, and volunteers to run initiatives and campaigns that improve student wellbeing, and support Equality and Diversity.
- U Work closely with the Advice Hub to understand key challenges facing students and escalate issues where necessary.
- U Support and Chair the Wellbeing Group (a monthly meeting) to improve wellbeing, equality and diversity across our UK Campuses.
- U Work with the University to develop and deliver the [Student Partnership Agreement](#).
- U Go and speak to students about their experience, understanding what could be improved, and acting on it.
- U Work with external organisations to understand national challenges and initiatives and represent the student voice.
- U Be the first point of contact for the University on consultation about discrimination, harassment and violence.
- U Keep students and staff updated with what you're working on and achieving.
- U Speak at key events (like inductions and graduations!)
- U Attend, support and promote activities the Union is carrying out, like Freshers' Week.
- U Anything else that is required which may not fall within your remit (like painting the office, filling in for other FTOs if they're off, decorating the Union for Christmas etc).

WHAT MIGHT A DAY IN THE LIFE OF THE VICE PRESIDENT WELLBEING LOOK LIKE?

This isn't what every day will look like, but it'll give you a snapshot of what a day *might* look like.

- U** You come into work at 8.50am and start your laptop up. After you've made a cup of tea and said hello to the team, you pull together the agenda for the Wellbeing Group meeting tomorrow evening and circulate it.
- U** Next up, you've set aside time to plan a campaign around consent. You have a call with the Consent Collective who provide you with materials you can use, and who will run an event later in the semester. You spend some time creating an action plan and to-do list for the event. You check the annual planner to figure out what date will be best, and add it to the schedule.
- U** You head down to see the Marketing Coordinator but they're busy, so you schedule time in their diary for this afternoon.
- U** The Wellbeing MP has been in touch because they want to add something to the agenda for tomorrow. You make a note of this, and you'll include it in the meeting.
- U** You check in with the LGBT+ Society because you're working together on an event for LGBT History Month in February. They've confirmed the dates and you're securing some additional funding for them. You make a note to flag it with the Marketing Coordinator when you see them later today.
- U** A panicked student has emailed you because they were unwell and they're anxious about the impact this might have on their degree. You send them a kind email and point them in the direction of the Advice Hub, who will give them support.
- U** Phew, it's lunch time and you spend an hour with the other FTOs and some of the Union staff team in Liberty's, chatting about what you'd all been up to at the weekend.
- U** After lunch you have a catch-up with the Advice Hub, they give you some useful statistics for your Wellbeing Group meeting tomorrow, but you're a bit concerned because the number of mitigating circumstances has tripled since last year. You have a debrief with the Vice President Education as you both sit on the Mitigating Circumstances Working Group, and you make a plan for how to approach it in the next meeting.
- U** You head downstairs to see the Marketing Coordinator for your catch-up. You share materials from the Consent Collective and give them the text you want to accompany the images through social media. You also let them know about the upcoming wellbeing events and schedule some posts together for LGBT History Month. Finally, you let them know the agenda for the Wellbeing Group meeting and ask them to pop something on stories about it in case other students want to join.

- U You're heading down to the Scottish Borders Campus later in the week so prepare some up-to-date posters to print and think about what activity you might want to run with students down there.
- U One of the Orkney based MPs wants to discuss holding more events for students at the campus in Stromness. You have an online meeting with other FTOs and staff to discuss how they can access the Gala/Orkney fund, along with what types of events the students at Orkney would like to see.
- U You realise it's just after 5pm, so you double check there's nothing urgent in your inbox, and you head home.

TRUSTEE

As Vice President Wellbeing, you're also automatically a member of Heriot-Watt Student Union's Trustee Board, overseeing the financial, legal and strategic activity of the organisation. It sounds like a lot, but you'll have guidance and support from the Chair of the Board, and it is really valuable experience that will make you stand out in future!

KEY ATTRIBUTES THE VICE PRESIDENT WELLBEING SHOULD HAVE

Anyone can run to be Vice President Wellbeing! To be successful in the role, you should be:

- U Passionate about student wellbeing, equality and diversity.
- U Excited to make positive changes – this role is not about keeping things ticking along.
- U Patient – what you're wanting to achieve might take more than a year, you might be continuing on someone else's legacy work, and laying the groundwork for the future of wellbeing.
- U A good listener – you won't understand *everything* to with equality, diversity and wellbeing. You'll need to listen to other students about their experience, and carefully consider what can and should be done.
- U Organised – you're going to have to juggle a lot of meetings, emails, and student demands!
- U A brilliant communicator – you're going to have to adapt your language and communication style. One minute you'll be speaking to a bunch of students, and the next you'll be speaking to the Head of the Wellbeing service.

- U A team player – you’re going to work within our brilliant team of elected officers, and you might have to work on things that aren’t always based on Wellbeing.

WHO YOU’LL WORK WITH...

The Vice President Wellbeing works with a bunch of people across the Union and the University. In this role you’ll need to develop and build relationships with our key stakeholders:

- U Students!
- U Wellbeing Members of Parliament
- U Liberation Societies
- U Full Time Officers
- U Union Senior Management Team
- U Student Engagement Department
- U Marketing Coordinator
- U University Head of Student Wellbeing Services
- U University Equality and Diversity Partner
- U Disability Advisors
- U Residence Life
- U Safeguarding
- U Chaplaincy
- U Your counterparts in other Unions

TRAINING

Don’t worry, we’re not expecting you to understand or know everything before you start! There will be extensive training and support to make sure you’re ready and able to take on the job. Once you’re elected, you’ll have the opportunity to shadow meetings, attend a Student Parliament and have handover with the outgoing Vice President Wellbeing.

We run a full induction program in the first two weeks of June, where you’ll get to know the other Full-Time Officers, staff at the Union, and build on skills you’ll need in the role!