

Title	Students Officer
Grade	18-22
Department	Live Performance
Reports to	Assistant General Secretary (Live Performance)
Date	March 2024

JOB PURPOSE

The Student's Officer works to proactively raise the union's industrial profile at the start of member's education and working lives, recruiting and supporting student members through the journey to full membership. Supported by an Assistant they are responsible for developing a strategy for visiting educational institutions across the UK, and the identification and development of activists through the union's democratic structures. The role requires extensive UK wide travel.

MAIN DUTIES

1. To regularly visit performing arts and educational institutions to promote the union, membership benefits, and to recruit student members.
2. To lead on the strategy of mapping relevant educational institutions across the UK.
3. To lead on the coordination of student visits when courses start and finish in conjunction with Officials across the UK.
4. To lead on the creation of targeted student resources (e.g. leaflets, campaign materials, website content) for different levels of higher education, and ensuring they are kept up to date.
5. To build relationships with educational institutions staff and academics, and other professional development bodies.
6. To identify and develop activists across the UK, ensuring that they engage with a wide range of the union's structures e.g. branches, committees, conference.
7. To act as secretary to the Student Deputies Committee.
8. To regularly attend Live Performance and Recorded Media department meetings, to be conversant with Equity's agreements and campaigns, and to be up-to-date with the union's current activities.
9. To advise Officials on decisions regarding casework and assist where necessary.

GENERAL DUTIES

1. To be fully conversant with the union's IT system relevant to the post. To create own correspondence, access databases and use the union's e-mail. To be responsible for creating and maintaining an effective filing system. To be able to track all written correspondence and respond to all complaints/enquiries.
2. There will be regular UK wide travel, evening and occasional weekend work.
3. To undertake any other duties commensurate with the grade.
4. To maintain the confidentiality of information and abide by the provisions of the Data Protection Act.
5. To undertake all duties within Health & Safety regulations/policy.
6. To undertake all duties with due regard to the Equal Opportunities policies of the union.

PERSON SPECIFICATION

The following requirements are essential for the role of Students Officer:

Education/Qualifications

1. Educated to a good standard and able to demonstrate highly competent written skills.

Knowledge

1. Knowledge of and affinity with the role and aims of trade unions and democratic structures.

Experience

1. Working within a trade union, membership organisation or in a similar job role involving outreach and communication with a variety of different people.
2. Team working to achieve organisational goals.
3. Proven ability to devise and implement projects/events.
4. Worked with committees or other democratic structures.

Skills and Approach

1. Excellent presentation to skills, and verbal and written communication.
2. Computer literate – including Microsoft Office applications, word processing and email
3. Able to draw up own correspondence, build and maintain filing systems and undertake all routine office administration duties.
4. Able to develop and implement strategies and projects and work unsupervised through to completion
5. Commitment to the Trade Union movement and enthusiastic about the aims and objectives of Equity
6. Team worker – able to develop and maintain cooperative working relationships
7. Articulate and persuasive
8. Good sense of political judgement
9. Good organisation skills
10. Self-motivated and energetic
11. Confident and outgoing – able to “win” colleagues and members over
12. Good up-to-date knowledge of current affairs