

## VICE PRESIDENT

The Vice-President's role is a very diverse one, involving you in a number of areas. The Vice-President works closely with all Sports Union members of staff throughout the year in the different areas of their remit, being supported and guided through their role. You will pick up skills in Event Management, running new programmes and gain a knowledge of multiple sports. You are expected to contribute to SU policy, financial discussions, programmes and activity and organise the annual SU Ball. Good organisation and team work are key to success in this role, alongside a little creativity and imagination.

<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Evidence of previous involvement with the Sports Union as a Club Official.</li> </ul>	<ul style="list-style-type: none"> <li>At least one year's experience as a member of the Sports Union Executive Committee.</li> </ul>
<ul style="list-style-type: none"> <li>Shall have awareness of Sports Union structure and organisation</li> </ul>	<ul style="list-style-type: none"> <li>Shall have demonstrable knowledge of Sports Union structure and organisation in practice, through involvement (as a Senior Club Official/SU Committee Member) over a period of time</li> </ul>
<ul style="list-style-type: none"> <li>Experience of chairing a meeting and leading discussion, including management of a small group</li> </ul>	
<ul style="list-style-type: none"> <li>Evidence of a developmental, long-term approach in problem-solving</li> </ul>	<ul style="list-style-type: none"> <li>Experience in Sports Development and/or Management and/or proven experience of long-term planning in a sporting environment</li> </ul>
<ul style="list-style-type: none"> <li>Dedication to the improvement of the University' sporting offer and its delivery.</li> </ul>	
<b>Skills and Attributes</b>	
<ul style="list-style-type: none"> <li>The ability to contribute to Sports Union policy at a high-level</li> </ul>	<ul style="list-style-type: none"> <li>Ability to take decisions on and progress Sports Union Developmental and Strategic issues</li> </ul>
<ul style="list-style-type: none"> <li>Pro-active individual, able to work unsupervised, able to act as deputy to the Sports Union President</li> </ul>	<ul style="list-style-type: none"> <li>Adequate leadership skills</li> </ul>
<ul style="list-style-type: none"> <li>Must be able to manage and delegate tasks to small groups</li> </ul>	
<ul style="list-style-type: none"> <li>Excellent communication, organisational and planning skills</li> </ul>	
<ul style="list-style-type: none"> <li>Must be highly committed, and able to contribute time and effort to the role</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work innovatively alongside President and Sports Programme Manager to progress the Sports Union's development agenda</li> </ul>
<ul style="list-style-type: none"> <li>Must be able to work closely with SU Accounts Manager, Sports Co-ordinators Sport Programme Manager and Senior Advisors</li> </ul>	
<b>Time Commitment</b>	
<ul style="list-style-type: none"> <li>Should be very committed, contributing time and effort to the role</li> </ul>	
<ul style="list-style-type: none"> <li><b>Must</b> be able to attend almost all Sports Union Meetings at all times, both in the evening and during the day</li> </ul>	

<ul style="list-style-type: none"> <li>• Should be able to contribute up to 10 hrs / week to the role</li> </ul>	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Overall responsibility for the organisation and delivery of the Sports Union Ball (and for any small Committee charged with the organisation of the Ball)</li> </ul>	
<ul style="list-style-type: none"> <li>• Shall act as deputy to the Sports Union President (and take on his/her role in their absence)</li> </ul>	Contribute ideas and advice to the President when appropriate. Help in the management of the Executive Committee.
<ul style="list-style-type: none"> <li>• Progress of the Sports Union's developmental agenda and strategic planning process</li> </ul>	Contribute new ideas to the developmental agenda of the Sports Union.
<ul style="list-style-type: none"> <li>• Responsible to Sports Union President, Executive Committee, and membership</li> </ul>	
<ul style="list-style-type: none"> <li>• Liaise actively with the Sports Programme Manager</li> <li>• Works with the Sports Co-ordinator to deliver the EdEx Programme.</li> </ul>	