

Students of Faith Community Officer Job Description

Community Description

RHSU defines students of Faith as anyone who self-identifies as following a religious belief or doctrine, and/or belonging to a faith or faith-based community.

Duties and Responsibilities

- Plan and lead campaigns, awareness raising events and activities to promote, defend and extend the rights of students of faith, and to promote diversity, inclusion and equity.
- Campaign to improve the experience of Students of Faith. Work with the other Community Officers to enhance the student experience and focus on intersectionality.
- Lead the Students of Faith Community and actively seek feedback from students of faith to develop initiatives to enhance their experience.
- Chair the Students of Faith Community Council, collaborating with RHSU staff to ensure meetings run smoothly and members are equally listened to and valued as a main focus group for campaigns and feedback-gathering.
- Work with relevant student groups to gather feedback on specific student interests
- Work with the Multi Faith Chaplaincy to ensure the interests of the College and the Students' Union are aligned and the two organisations are working together to represent students of faith.
- Act as a main point of contact for students of faith within RHSU and signpost to relevant services if appropriate.
- Manage the Students of Faith Community email account and respond to students and staff in a timely and appropriate manner.
- Manage the Students of Faith Community Instagram account and respond to students and staff in a timely and appropriate manner.
- Represent the views of students of faith within RHSU, RHUL and on a national level.
- Keep up to date with issues and campaigns affecting students of faith.
- Meet with the relevant RHSU staff support and VP Wellbeing & Diversity on a regular basis and provide a termly update for publication (e.g. a blog).
- Attend all mandatory training (Student Leader Conference) organised by the Community Engagement Coordinator.

- Attend Wellbeing, Community & Diversity (WCD) Executive meetings four times a year (normally taking place in November, January, March and May) and provide insight and feedback to the VP Wellbeing & Diversity as appropriate.
- Attend any relevant meetings or committees whether with the SU or the University.

Skills you will develop in the role:

Being in this role will provide you with several skills that can help you in your academic and professional life. Some of these will include:

- Teamwork
- Leadership
- Organisation & time management
- Listening
- Written communication
- Strategic thinking
- Chairing meetings
- Decision-making
- Problem-solving
- Delegation
- Diversity & Inclusion
- Student Engagement
- Event Management
- Crisis Management
- Campaign Planning & Management
- Stakeholder Management (collaboration with staff & student groups)
- Community Outreach
- Project Management
- Student Representation
- Signposting & Promotion of relevant schemes

How might your year look like as a Community Officer?

There is a lot you can get up to as a Community Officer - the ideas outlined here will give you a good starting point. The activities that are shaded are considered expected for the role (marked as EA - standing for Expected Activity), so ensure you prioritise those!

<u>Prior to start of Autumn Term</u>	
Handover Meeting / email / event (with outgoing Community Officers)	0.5h

EA – Attend Student Leader Conference (Community Officer sessions including induction, campaigns training, networking sessions and more)	5h+
Meet with Community Engagement Coordinator	0.5h
Meet with VP Wellbeing & Diversity	0.5h
EA - Complete forms (Community Officer agreement, consent form, information for the website, provide photo)	1h
EXPECTED ACTIVITY	6h+
TOTAL ENGAGEMENT	7.5h+

<u>Autumn Term</u>	
EA - Meet with Community Engagement Coordinator	0.5h
EA - Meet with VP Wellbeing & Diversity	0.5h
Help during Welcome Week (networking events)	3h
Help during Freshers' Fair (Communities stand)	2h
Campaign Planning	2h
EA - Manage Community Officer email account	3h
EA - Attend November WCD Executive	2h
Campaigning	Various
Host Commuting Students Community meet-up	2h
Written update for blog	2h
Promote Autumn by-elections	1h
EXPECTED ACTIVITY	6h
TOTAL ENGAGEMENT	18h+

<u>Spring Term</u>

EA - Meet with Community Engagement Coordinator	0.5h
EA - Meet with VP Wellbeing & Diversity	0.5h
Host PGT Students Community meet-up	2h
Written update for blog	2h
EA - Attend January WCD Executive	2h
EA - Attend March WCD Executive	2h
Campaign Planning	2h
Campaigning	Various
EA - Manage Community Officer email account	3h
Promote SU Leadership Elections	1h
EXPECTED ACTIVITY	8h
TOTAL ENGAGEMENT	15h+

<u>Summer Term</u>	
EA - Meet with Community Engagement Coordinator	0.5h
EA - Meet with VP Wellbeing & Diversity	0.5h
Host PGT Students Community meet-up	2h
Written update for blog	2h
EA - Attend May WCD Executive	2h
Campaign Planning	2h
Campaigning	Various
EA - Manage Community Officer email account	3h
Promote Community Elections	1h
Handover Meeting / email / event (with incoming Community Officers)	1h

EXPECTED ACTIVITY	6h
TOTAL ENGAGEMENT	14h+