**International Students Community Officer Job Description**

Community Description

RHSU defines International students as anyone who self-defines as having had an international background, whether that means anyone who comes to the UK to study or who have lived in two or more cultural environments. This includes students from both within and outside the European Union (EU) and those who pay both home and international fees.

Duties and Responsibilities

* Plan and lead campaigns, awareness raising events and activities to promote, defend and extend the rights of international students, and to promote diversity, inclusion and equity.
* Campaign to improve the experience of International Students. Work with the other Community Officers to enhance the student experience and focus on intersectionality.
* Lead the International Students Community and actively seek feedback from international students to develop initiatives to enhance their experience.
* Chair the International Students 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.
* Act as a main point of contact for international students within RHSU and signpost to relevant services if appropriate.
* Manage the International Students Community email account and respond to students and staff in a timely and appropriate manner.
* Represent the views of international students within RHSU, RHUL and on a national level.
* Keep up to date with issues and campaigns affecting international students.
* 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 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 College.

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
* Decision-making
* Chairing meetings
* 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!

| **Prior to start of Autumn Term** |
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| Handover Meeting (with outgoing Collective Convenors) | 0.5h |
| **EA - Community Officer Induction (introduction to the role)** | **1h** |
| **EA - Campaigns Training (building a campaign from planning to review)** | **2h** |
| Meet with Representation & Democracy 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** | **4h** |
| **TOTAL ENGAGEMENT** | **5.5h** |

| **Autumn Term** |
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| **EA - Meet with Representation & Democracy Coordinator** | **0.5h** |
| **EA - Meet with VP Wellbeing & Diversity** | **0.5h** |
| Help out in Welcome Week | 3h |
| Help out in Freshers’ Fair | 2h |
| **EA - Attend November WCD Executive** | **2h** |
| **EA - Chair International Students Community Council** | **1h (prep) + 2h (session)** |
| Campaign Planning | 2h |
| **EA - Manage Community Officer email account** | **3h** |
| Campaigning | Various |
| Host International Students Community meet-up | 2h |
| Written update for blog | 2h |
| Promote Autumn by-elections | 1h |
| **EXPECTED ACTIVITY** | **9h** |
| **TOTAL ENGAGEMENT** | **21h+** |

| **Spring Term** |
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| **EA - Meet with Representation & Democracy Coordinator** | **0.5h** |
| **EA - Meet with VP Wellbeing & Diversity** | **0.5h** |
| Host International Students Community meet-up | 2h |
| **EA - Chair International Students Community Council** | **1h (prep) + 2h (session)** |
| 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 Spring Elections | 1h |
| **EXPECTED ACTIVITY** | **11h** |
| **TOTAL ENGAGEMENT** | **18h+** |

| **Summer Term** |
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| **EA - Meet with Representation & Democracy Coordinator** | **0.5h** |
| **EA - Meet with VP Wellbeing & Diversity** | **0.5h** |
| Host International Students Community meet-up | 2h |
| **EA - Chair International Students Community Council** | **1h (prep) + 2h (session)** |
| Written update for blog | 2h |
| **EA - Attend May WCD Executive** | **2h** |
| Campaign Planning | 2h |
| Campaigning | Various |
| **EA - Manage Community Officer email account** | **3h** |
| Promote Summer Elections | 1h |
| Handover meeting (with Community Officer elect) | 1h |
| **EXPECTED ACTIVITY** | **9h** |
| **TOTAL ENGAGEMENT** | **17h+** |