

# University of South Wales Students' Union

## Leadership Race 2026 Nomination Pack



**Undeb Myfyrwyr**  
Prifysgol De Cymru  
University of South Wales  
**Students' Union**

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### **About USWSU**

Welcome to USWSU! We're a democratic organisation, run by students for students. This means that you, our students, are at the heart of everything we do! We're here to support students and to ensure that they get the most out of their experience here at USW. From activities, events and venues to volunteering and skill-development, we strive to make sure you have the chance to enrich every aspect of your student life.

As the recognised voice of students at the University of South Wales, we support students that want to campaign on the issues you care about and ensure the student body – the collective voice of all USW students is heard at the highest level. The Students' Union is all about representing you, so if there's something you need, we can help. Every student is a member of the Union, regardless of whether you are a full-time, part-time, undergrad or postgrad student

## The SU Leadership Race 2026

Every year the Students' Union runs student leadership elections for students to elect who will represent their interests in the Students' Union. Any student regardless of level, type or year of study can be nominated and subsequently elected by students into either part-time roles or full-time sabbatical roles. Part-time roles are voluntary that any student can complete alongside their studies while sabbatical Officers are full-time employees of the Students' Union for a term of one year. Students interested in becoming a sabbatical officer will need to either be in their final year of study or take a break to their studies for a year. Each role is unique and offers a number of opportunities for development, networking and building experience. Running as a candidate in the Leadership Race serves as a unique application process for the role. Like local government elections, any student can be elected to student leadership positions providing they achieve the mandate of the student body.

## Key Dates of the Leadership Race

<b>Nominations Open</b>	Monday 26 <sup>th</sup> January 2026 09:00
<b>Nominations Close</b>	Friday 27 <sup>th</sup> February 2026 13:00
<b>Candidate Briefing</b>	Saturday 28 <sup>th</sup> February 2026 12:00
<b>Campaigning Starts</b>	Saturday 28 <sup>th</sup> February 2026 18:00
<b>Campaigning Ends</b>	Friday 13 <sup>th</sup> March 2026 18:00
<b>Voting Opens</b>	Monday 9 <sup>th</sup> March 2026 09:00
<b>Voting Closes</b>	Friday 13 <sup>th</sup> March 2026 17:00
<b>Results Released</b>	Monday 16 <sup>th</sup> March 2026 10:00

## Nomination Period

This is your chance to stand for a position in the SU elections. This period is all about finding the right role for you and ensuring you have completed the necessary paperwork to be qualified as a candidate. Prospective candidates for all roles must complete the relevant forms and return them to the SU before the close of the nominations. Submissions received after close of the nominations will not be accepted.

## Campaign Week

This week serves as the in between for candidates from the close of the nomination period to voting. This is a chance for candidates to regroup with their campaign teams, prepare their election materials and begin promoting themselves as a candidate. Candidates for sabbatical roles must also attend Candidate Question Time to answer student-submitted questions and highlight their qualities and experience for the role. While there is not voting this week candidates are still subject to election rules.

## Voting Week

This is when students across USW are able to cast their vote. We use Single Transferable Vote (STV) meaning that students rank their candidates in preference, with the most preferred candidate being elected. Alongside the website and candidate canvassing, the Students' Union will be across campuses to promote the elections and encouraging students to vote. This is your time to display to students why you are the best candidate for the role.

## Available Roles

In total, we have over 30+ vacancies to fill in the Leadership Race. Each with its own unique set of responsibilities and opportunities. Alongside the job descriptions attached, below is some key information to help you decide what role is best for you.

## Sabbatical Officer vs Part-Time Officers: What is the difference?

Sabbatical Officer	Part-time Officer
<ul style="list-style-type: none"><li>• Includes SU President, VP Education, VP Welfare and VP Activities</li><li>• Full-time salaried employees of USWSU</li><li>• Act as Trustees and Company Directors of USWSU</li><li>• Involved in high-level decision making and representation</li><li>• Public faces of the Students' Union</li><li>• Must be done at the end of your studies or take a year out of studies.</li></ul>	<ul style="list-style-type: none"><li>• Includes Part-Time Officers who represent different demographics of the student body at USWSU and Student Voice Representatives</li><li>• Are part of the student voice structure</li><li>• Involved in University and Union Meetings</li><li>• Is completed alongside studies</li><li>• Awarded an end of year bursary based on role engagement</li><li>• Responsible for a portfolio of work based on their role</li></ul>

## What role is best for you?

Picking the best role for you is important to ensure that you are committed to improving the student experience. If you are:

- Driven to make a positive impact to the student experience in the short and long term
- Looking for an employment opportunity where each day is different
- Have a willingness to advocate for the needs of the students, both in high-level meetings and in front of a camera
- Committed to speak to students and carry out their mandate to transform every aspect of the student experience

## Become a Sabbatical Officer

On the other hand, if you are:

- Looking to elevate your experience alongside your studies
- Able to commit on average 2-3 hours a week across the academic year
- Interested in representing your peers, whether on academic matters or through a specific student community

## Become a Part-Time Officer

## Students' Union President Job Description

The Students' Union President is the principal representative for students at USWSU. In this role, you will advocate for student interests at the highest level, working in partnership with fellow Executive Officers to ensure the student voice is heard and meaningfully represented at USW. You will play a key role in shaping both academic and social life on campus, whilst gaining valuable experience in a director level role in a not-for-profit charity organisation.

**Salary:** £23132.20

**Term of Office:** July 1st, 2025 – June 30th, 2026

(Must also be available for handover from the 17th of June 2026)

**Hours of Work:** 35 hours per week

Usual office hours are between 08:00 and 17:00, but flexibility will be a necessity to meet the requirements of the position, which will include evening and weekend work (for which no overtime is paid)

**Responsible To:** The Membership of USWSU, Student Council and the Trustee Board of USWSU.

**Location of Work:** You will work across all USW campuses, with regular travel between campuses a key requirement. Out of term time, office hours will be spent at Treforest.

**Holiday Leave:** 210 Hours + designated hours shutdown + Bank Holidays

**Pension:** Eligible to join NEST pension scheme, at a current contribution rate of 5% Employee and 3% Employer

**Car Parking:** Car Parking available at Pontypridd and Cardiff Campus Car parking is available (at an additional annual cost).

### Expectations of the Role:

- Represent the student body on all levels in the University, contributing at Academic Board and Board of Governors to shape the direction of the University.
- Serve as an ambassador of USWSU, at external events such as conferences and formal events.
- Attend and participate in Graduation Ceremonies, Open Days and other public events.
- Promote the interests of all students, regardless of course, background and circumstances.

- Carrying out mandates from the student body, as decided at student council and through the Union's democratic policy making process.
- Be an active participant, offering constructive challenge to the University and Union for the benefit of students.
- Proactively gather student feedback through different methods to provide insights into the direction of the Students' Union.
- Consistently act in a polite, friendly and professional manner, demonstrating the highest standards of integrity, honesty, punctuality and confidentiality, while upholding and promoting the principles of equality, diversity, and inclusion throughout their duties.

## **Role Responsibilities:**

### **Lead and Represent the Union and Student Voice**

- Act as the lead student representative for University of South Wales students.
- Represent student views to the Union, University and other external bodies where appropriate, acting proactively on identified issues and needs of the student body.
- Work closely with senior Union staff to develop all areas of the Union's activity.
- Serve as the Union's Spokesperson, engaging with Union Comms and promoting the publicity of Union activities.
- Chair meetings of the Union Executive Committee.
- Lead or support projects and events that enrich student social life, encouraging participation and contributing to a positive campus culture.

### **Support Student Voice and Democracy**

- Attend and actively engage in all student voice functions, highlighting ongoing work and managing scrutiny of your work by the student body.
- Work on priorities mandated by students, meeting with key stakeholders and collecting data to achieve tangible outcomes.
- Promote and publicise opportunities for students to engage with the Union
- Attend and participate in the Union's activities including but not limited to Fresher's Fair, Annual General Meeting, Elections and the Student Choice Awards.

### **Serve as a Trustee of the Organisation**

- Ensure that USWSU acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its mission, vision and values.
- Help USWSU achieve its objectives and improve the lives of its members by being a student-led organisation.

- Ensure that USWSU complies with all relevant legislation and regulations, including relevant charity, company and education acts.
- Ensure that USWSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees (where applicable).
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of USWSU.
- Participate fully in Company Law meetings.
- Abide by the USWSU Trustee Code of Conduct.

### **Support Disciplinary Processes**

- Serve as a Students' Union Representative on University Disciplinary Committees and Fitness to Practice Hearings where required.
- To receive and thoroughly investigate, in accordance with the Union Bye-Laws, any complaints received by the Union through its Complaints Procedures.
- To make judgment on any complaint brought against the Union and make a recommendation to the Union's Membership Disciplinary Committee.
- To write in response to Habitual of Vexations Complaints.
- To act as Chair of the Union's Members Disciplinary Panel where applicable.



## Vice President Education Job Description

The Vice President of Education is the leading student voice on academic quality and educational experience at USWSU. In this role, you will work to shape the learning and teaching environment by supporting individual student cases and driving change across wider academic priorities. You will champion better academic provision, hold the University to account on issues that matter to students and gain hands-on experience in a director-level role within a not-for-profit charity.

**Salary:** £23132.20

**Term of Office:** July 1st, 2025 – June 30th, 2026  
(Must also be available for handover from the 17th of June 2026)

**Hours of Work:** 35 hours per week

Usual office hours are between 08:00 and 17:00, but flexibility will be a necessity to meet the requirements of the position, which will include evening and weekend work.

**Responsible To:** The Membership of USWSU, Student Council and the Trustee Board of USWSU.

**Location of Work:** You will work across all USW campuses, with regular travel between campuses a key requirement. Out of term time, office hours will be spent at Treforest.

**Holiday Leave:** 210 Hours + designated hours shutdown + Bank Holidays

**Pension:** Eligible to join NEST pension scheme, at a current contribution rate of 5% Employee and 3% Employer

**Car Parking:** Car Parking available at Pontypridd and Cardiff Campus Car parking is available (at an additional annual cost).

### Expectations of the Role:

- Represent the student body on all levels in the University, contributing at Academic Board, LTEC and QAC
- Serve as an ambassador of USWSU, at external events such as conferences and formal events
- Attend and participate in Graduation Ceremonies, Open Days and other public events
- Promote the interests of all students, regardless of course, background and circumstances
- Carrying out mandates from the student body, as decided at student council and through the Union's democratic policy making process.

- Be an active participant, offering constructive challenge to the University and Union for the benefit of students.
- Proactively gather student feedback through different methods to provide insights into the direction of the Students' Union.
- Consistently act in a polite, friendly and professional manner, demonstrating the highest standards of integrity, honesty, punctuality, and confidentiality, while upholding and promoting the principles of equality, diversity, and inclusion throughout their duties.

## **Role Responsibilities:**

### **Lead and represent the academic student experience**

- Represent the student views on academic matters to the Union, University and other external bodies where appropriate, acting proactively on identified issues and needs of the student body.
- Engage with Union Comms and the promotion of Union activities.
- Work closely with senior University staff on matters relating to learning resources, academic quality and assessments.
- Run campaigns to raise awareness and tackle academic related issues.
- Be responsible for attending Apprentice and Partnership committees and groups, producing reports on the learner voice.
- Support students on individual queries or cases where students are facing challenges to the academic aspect of their student experience.

### **Support Student Voice and Democracy**

- Attend and actively engage in all student voice functions, highlighting ongoing work and managing scrutiny of your work by the student body.
- Work on priorities mandated by students, meeting with key stakeholders and collecting data to achieve tangible outcomes.
- Promote and publicise opportunities for students to engage with the Union.
- Attend and participate in the Union's activities including but not limited to Fresher's Fair, the Annual General Meeting, Elections and the Student Choice Awards.

### **Serve as a Trustee of the Organisation**

- Ensure that USWSU acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its mission, vision and values.
- Help USWSU achieve its objectives and improve the lives of its members by being a student-led organisation.

- Ensure that USWSU complies with all relevant legislation and regulations, including relevant charity, company and education acts.
- Ensure that USWSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees (where applicable).
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of USWSU.
- Participate fully in Company Law meetings.
- Abide by the USWSU Trustee Code of Conduct.

### **Support Disciplinary Processes**

- Serve as a Students' Union Representative on University Disciplinary Committees and Fitness to Practice Hearings where required.
- To receive and thoroughly investigate, in accordance with the Union Bye-Laws, any complaints received by the Union through its Complaints Procedures.
- To make judgment on any complaint brought against the Union and make a recommendation to the Union's Membership Disciplinary Committee.
- To write in response to Habitual of Vexations Complaints.
- To act as Chair of the Union's Members Disciplinary Panel where applicable.

## Vice President Welfare Job Description

The Vice President of Welfare is the senior representative on all matters on student support and wellbeing. You are responsible for ensuring that the University has proper provision for the wider student experience on non-academic matters. This includes provision for mental wellbeing, accommodation, counselling and so much more. In your role you will also help develop student support at USW by supporting specific cases and more broad areas of focus. You will advocate for better provision and hold the University to account, all while experiencing a director level role in a not-for-profit charity organisation.

**Salary:** £23132.20

**Term of Office:** July 1st, 2026 – June 30th, 2027  
(Must also be available for handover from the 17th of June 2026)

**Hours of Work:** 35 hours per week

Usual office hours are between 08:00 and 17:00, but flexibility will be a necessity to meet the requirements of the position, which will include evening and weekend work.

**Responsible To:** The Membership of USWSU, Student Council and the Trustee Board of USWSU.

**Location of Work:** You will work across all USW campuses, with regular travel between campuses a key requirement. Out of term time, office hours will be spent at Treforest.

**Holiday Leave:** 210 hours + designated hours shutdown + Bank Holidays.

**Pension:** Eligible to join NEST pension scheme, at a current contribution rate of 5% Employee and 3% Employer.

**Car Parking:** Car Parking available at Pontypridd and Cardiff Campus Car parking is available (at an additional annual cost).

### Expectations of the Role:

- Represent the student body on all levels in the University, contributing at the advancement of EDI, student support and mental health.
- Serve as an ambassador of USWSU, at external events such as conferences and formal events.
- Attend and participate in Graduation Ceremonies, Open Days and other public events.
- Promote the interests of all students, regardless of course, background and circumstances.

- Carrying out mandates from the student body, as decided at student council and through the Union's democratic policy making process.
- Be an active participant, offering constructive challenge to the University and Union for the benefit of students.
- Proactively gather student feedback through different methods to provide insights into the direction of the Students' Union.
- Consistently act in a polite, friendly and professional manner, demonstrating the highest standards of integrity, honesty, punctuality, and confidentiality, while upholding and promoting the principles of equality, diversity and inclusion throughout their duties.

## **Role Responsibilities:**

### **Lead and represent the non-academic student experience**

- Represent student views to the Union, University and other external bodies where appropriate, acting proactively on identified issues and needs of the student body.
- Work closely with senior Union staff to develop all areas of the Union's activity.
- Engage with Union Comms and the promotion of Union activities.
- Work closely with senior University staff on matters relating to accessibility, liberation and student identity.
- Run campaigns to raise awareness and tackle welfare related issues
- Be responsible for utilising wellbeing funding to ensure it provides quality services while also reaching the maximum number of students as possible.
- Support students on individual queries or cases where students are facing challenges to the non-academic aspect of their student experience.
- Lead or support projects and events that enrich student social life, encouraging participation and contributing to a positive campus culture.

### **Support Student Voice and Democracy**

- Attend and actively engage in all student voice functions, highlighting ongoing work and managing scrutiny of your work by the student body.
- Work on priorities mandated by students, meeting with key stakeholders and collecting data to achieve tangible outcomes.
- Promote and publicise opportunities for students to engage with the Union.
- Attend and participate in the Union's activities including but not limited to Fresher's Fair, The Annual General Meeting, Elections and the Student Choice Awards.

### **Serve as a Trustee of the Organisation**

- Ensure that USWSU acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its mission, vision and values.
- Help USWSU achieve its objectives and improve the lives of its members by being a student-led organisation.
- Ensure that USWSU complies with all relevant legislation and regulations, including relevant charity, company and education acts.
- Ensure that USWSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees (where applicable).
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of USWSU.
- Participate fully in Company Law meetings.
- Abide by the USWSU Trustee Code of Conduct.

### **Support Disciplinary Processes**

- Serve as a Students' Union Representative on University Disciplinary Committees and Fitness to Practice Hearings where required.
- To receive and thoroughly investigate, in accordance with the Union Bye-Laws, any complaints received by the Union through its Complaints Procedures.
- To make judgment on any complaint brought against the Union and make a recommendation to the Union's Membership Disciplinary Committee.
- To write in response to Habitual of Vexations Complaints.
- To act as Chair of the Union's Members Disciplinary Panel where applicable

## Vice President Activities Job Description

The Vice President of Activities is the senior representative on all matters relating to the Union's Activities provision, including but not limited to, Teams, Clubs and Societies. You are responsible for ensuring that the Union's provision meets the needs of Teams Clubs and Societies. In your role you will also help develop Union Activities and the successful delivery of events such as Varsity. You will advocate for better provision and hold the University to account on matters relating to activities, all while experiencing a director level role in a not-for-profit charity organisation.

**Salary:** £23132.20

**Term of Office:** July 1st, 2025 – June 30th, 2026  
(Must also be available for handover from the 17th of June 2026)

**Hours of Work:** 35 hours per week

Usual office hours are between 08:00 and 17:00, but flexibility will be a necessity to meet the requirements of the position, which will include evening and weekend work.

**Responsible To:** The Membership of USWSU, Student Council and the Trustee Board of USWSU.

**Location of Work:** You will work across all USW campuses, with regular travel between campuses a key requirement. Out of term time, office hours will be spent at Treforest.

**Holiday Leave:** 210 hours + designated hours shutdown + Bank Holidays.

**Pension:** Eligible to join NEST pension scheme, at a current contribution rate of 5% Employee and 3% Employer.

**Car Parking:** Car Parking available at Pontypridd and Cardiff Campus Car parking is available (at an additional annual cost).

### Expectations of the Role:

- Represent the student body on all levels in the University, contributing at Sports Board and other working groups.
- Serve as an ambassador of USWSU, at external events such as conferences and formal events.
- Attend and participate in Graduation Ceremonies, Open Days and other public events.
- Promote the interests of all students, regardless of course, background and circumstances.
- Carrying out mandates from the student body, as decided at student council and through the Union's democratic policy making process.

- Be an active participant, offering constructive challenge to the University and Union for the benefit of students.
- Proactively gather student feedback through different methods to provide insights into the direction of the Students' Union.
- Consistently act in a polite, friendly and professional manner, demonstrating the highest standards of integrity, honesty, punctuality and confidentiality, while upholding and promoting the principles of equality, diversity and inclusion throughout their duties.

## **Role Responsibilities:**

### **Lead and Represent on the Union's activities portfolio**

- Represent the student views on sporting and student society matters to the Union, University and other external bodies where appropriate, acting proactively on identified issues and needs of the student body.
- Engage with Union Comms and the promotion of Union activities.
- Work closely with senior Union staff to develop all areas of the Union's activity.
- Work closely with senior University staff on matters relating to society events, sports funding and access to recreational activities.
- Run campaigns around the activities portfolio for the benefit of the whole student body.
- Support students on individual queries or cases where students are facing challenges to the non-academic aspect of their student experience.

### **Support Student Voice and Democracy**

- Attend and actively engage in all student voice functions, highlighting ongoing work and managing scrutiny of your work by the student body.
- Work on priorities mandated by students, meeting with key stakeholders and collecting data to achieve tangible outcomes.
- Promote and publicise opportunities for students to engage with the Union
- Attend and participate in the Union's activities including but not limited to Fresher's Fair, the Annual General Meeting, Elections and the Student Choice Awards.

### **Serve as a Trustee of the Organisation**

- Ensure that USWSU acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its mission, vision and values.



- Help USWSU achieve its objectives and improve the lives of its members by being a student-led organisation.
- Ensure that USWSU complies with all relevant legislation and regulations, including relevant charity, company and education acts.
- Ensure that USWSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees (where applicable).
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of USWSU.
- Participate fully in Company Law meetings.
- Abide by the USWSU Trustee Code of Conduct.

### **Support Disciplinary Processes**

- Serve as a Students' Union Representative on University Disciplinary Committees and Fitness to Practice Hearings where required
- To receive and thoroughly investigate, in accordance with the Union Bye-Laws, any complaints received by the Union through its Complaints Procedures.
- To make judgment on any complaint brought against the Union and make a recommendation to the Union's Membership Disciplinary Committee.
- To write in response to Habitual of Vexations Complaints.
- To act as Chair of the Union's Members Disciplinary Panel where applicable.

## Part-Time Officers

Part-time Officers are students elected to represent a specific student demographic. They are expected to represent these interests on the Union Advisory Board and to use this position to hold Sabbatical Officers to account while directing their campaigning work. Part-Time Officers also must complete a portfolio as part of their role which they have the freedom to decide based on their priorities or student feedback.

**Vacancies available:** There are x12 Part-time officer roles which represent a different student demographic at USW. These vacancies include:

- LGBTQ+ (Open)
- LGBTQ+ (Trans)
- LGBTQ+ (Women)
- Women's Officer
- International Students Officer
- Societies Officer
- Black Students Officer
- Welsh Language Officer
- Students with Disabilities Officer
- Mature Students Officer
- Sports Officer
- Postgraduate and Part Time Students Officer

**Bursary:** An end of year bursary is available subject to assessment of engagement with role bursary amounts are confirmed at the first Student Council Meeting of the year.

**Term of Office:** July 1 2026 – June 30 2027

**Time Commitment:** Part-time roles are voluntary and are built around you and your studies. You would be expected to contribute roughly 2-3 hours per week during term time which is spread across Union and University meetings and responding to emails.

**Responsible To:** Student Body

## Expectations of the Role:

As a part-time officer, you are elected to promote the interest of your portfolio and to direct the work for the sabbatical officer team. You will be expected to:

- Represent the student body within your own demographic at Union meetings.
- Serve as an ambassador of USWSU, promoting student voice mechanisms to students.
- Promote the interests of all students, holding the sabbatical officers to account if they are failing to achieve the needs of students.
- Consider and decide on matters raised by the student body, mandating sabbatical officers to carry out the needs of the student body.
- Be an active participant, considering student needs and making informed decisions on student submitted ideas while holding sabbatical officers to account.

## Role Responsibilities:

- Attend and participate as an active member of the Union Advisory Board.
- Engage with Union Comms and the promotion of Union activities.
- Scrutinise Sabbatical Officer work, providing constructive criticism while holding them to account.
- Consider Student Council approved mandates and offer insights based on your role to ensure mandates reach as many students as possible.
- Carry out a portfolio-based item relating to your area of representation.

## Your Portfolio, Your Way

As a Part-Time Officer, you are expected to complete a portfolio of work relating to your job area. There is no one way to do this and it is based on discussion with Union staff which way you wish to approach your portfolio. Some examples of this could include:

- Hosting a podcast (***I.e. Podcast on the benefits of sports participation***)
- Running a student-centred campaign (***I.e. Improving accessibility for wheelchair users in the University***)
- Running an event (***I.e. International Culture and Language showcase***)
- Producing resources for students and student representatives (***I.e. Reaching hard to reach voices in the LGBTQ+ community***)
- Undertaking a micro research project of around 1000 words (***I.e. the experience of mature students with on campus activities***)

## **Student Voice Representative**

Student Voice Representatives are the link between students, University staff and the Union. They ensure the student perspective is considered in all decisions made at University or Faculty level. They liaise with students and work with staff on academic matters that are Subject or Faculty wide. All while contributing to ensuring student democracy is carried out as active participants of student council.

**Vacancies available:** There are x12 Student Voice Representative vacancies which sit on Student Council. These are split x4 per faculty (FCES, FLSE, and FBCI)

**Bursary:** An end of year bursary is available subject to assessment of engagement with role bursary amounts are confirmed at the first Student Council Meeting of the year.

**Term of Office:** July 1 2026 – June 30 2027

**Time Commitment:** Part-time roles are voluntary and are built around you and your studies. You would be expected to contribute roughly 2-3 hours per week during term time which is spread across Union and University meetings and responding to emails.

**Responsible To:** Student Body

## **Expectations of the Role:**

As a Student Voice Representative, you are in a key position to shape the student experience in the Union and University. Accountable to the student body, you will be expected to:

- Represent the student body at faculty committee meetings (5 per year)
- Serve as an ambassador of USWSU, promoting student voice mechanisms to students within the faculty
- Promote the interests of all students, regardless of course, background and Circumstances
- Consider and decide on matters raised by the student body, mandating sabbatical officers to carry out the needs of the student body.
- Be an active participant, considering student needs and making informed decisions on student submitted ideas while holding sabbatical officers to account.

## **Role Responsibilities:**

### **Attend Union and University Committees**

- Represent the views of students in your faculty through attending and actively participate in Student Council Meetings (5 per year).
- Submit proposals to Student Council relating to student feedback.
- Consider applications made by students, Executive Officers and the Union Advisory Board.
- Utilise feedback data to inform faculty level meetings alongside the Heads of Learning, Teaching and Student Experience.

### **Be a Student Panellist in Revalidation Events**

Re/Validation Events are quality assurance events where courses are assessed on their viability and quality to run at USW. SVRs are expected to engage and participate in Re/Validation Events as a Student panellist.

Being a Student panellist also comes with a £50 payment per event.

- Volunteer for Re/Validation Events as and when they arise
- Read and Respond to Validation Documentation
- Attend and engage in Validation Events as a Student Panellist.

# Swyddog y Gymraeg

## Yn gyfrifol i

Gyngor Myfyrwyr

### Oriau

Nid oes oriau penodol ar gyfer y swydd hon, ond mae hyblygrwydd yn angenrheidiol i fodloni gofynion y swydd, gall gynnwys gweithio nosweithiau a phenwythnosau. Mae'r fwrariaeth yn seiliedig ar 3-4 awr o waith, fel arfer, yr wythnos.

**Bwrsariaeth:** Hyd at £500 yn seiliedig ar ymgysylltiad â'r rôl

**Cyfnod:** 1 Gorffennaf 2026 - 30 Mehefin 2027

**Lleoliad:** Pob campws

Swyddog y Gymraeg yw'r cynrychiolydd arweiniol ar gyfer myfyrwyr sy'n siarad/dysgu Cymraeg yn y Brifysgol a'u prif lysgennad. Mae'r rôl yn cynnwys cynrychioli barn a buddiannau myfyrwyr sy'n siarad/dysgu Cymraeg, gan annog cyfranogiad yn yr Undeb a hyrwyddo eu lles.

Bydd gan yr ymgeisydd delfrydol agwedd aeddfed a'r hyder i fod yn llais i fyfyrwyr sy'n siarad/dysgu Cymraeg. Mae gwybodaeth am faterion a gwleidyddiaeth sy'n gysylltiedig â'r iaith Gymraeg yn y Brifysgol yn fantais. Mae sgiliau cyfathrebu, diplomyddol a negodi uwch yn hanfodol.

### Cyfrifoldebau allweddol fel Swyddog y Gymraeg

- Cynrychioli myfyrwyr sy'n siarad/dysgu Cymraeg.
- Cymryd cynigion polisi ar faterion sy'n effeithio myfyrwyr sy'n siarad/dysgu Cymraeg a/neu'r iaith Gymraeg i'r Cyngor Myfyrwyr a/neu'r Cyfarfod Blyneddol Cyffredinol, yn seiliedig ar adborth gan fyfyrwyr sy'n siarad/dysgu yn Gymraeg.
- Trefnu a chyflwyno ymgyrch sy'n gysylltiedig â materion sy'n effeithio ar fyfyrwyr sy'n siarad/dysgu Cymraeg a/neu'r iaith Gymraeg.
- Cydweithio gydag Uned Gymraeg y Brifysgol i hyrwyddo a chreu cyfleoedd Cymraeg/Cymreig i fyfyrwyr.
- Mynychu cyfarfodydd Grŵp Llywio'r Gymraeg y Brifysgol, cyfarfodydd Cangen De Cymru a Bwrdd Academaidd y Coleg Cymraeg Cenedlaethol.
- Cyflawni unrhyw fandadau democrataidd a hyrwyddo unrhyw faterion o bolisi'r Undeb sy'n ymwneud â myfyrwyr sy'n siarad/dysgu yn Gymraeg neu'r iaith Gymraeg.
- Cefnogi aelodau eraill y Tîm Arweinyddiaeth a chyfrannu at eu hymgyrchoedd, yn ôl yr angen.
- Mynychu Cynhadledd Cymraeg UCM.

### **Cyfrifoldebau allweddol fel aelod o Gyngor Myfyrwyr**

- Mynychu pob cyfarfod ac adrodd ar y gwaith hyd yma ym mhob cyfarfod.
- Cyfrannu at greu a chynnal Cyngor Myfyrwyr sy'n parhau i ddysgu trwy gymryd rhan mewn a/neu arwain gweithgareddau anwytho a datblygu'r Cyngor Myfyrwyr.
- Hyrwyddo ymgysylltiad myfyrwyr mewn strwythurau democrataidd UMPDC.

### **Cyfrifoldebau ychwanegol**

- Mynychu CBC.
- Sefyll fel cynrychiolydd Cynhadledd UCM a Chynhadledd UCM Cymru.

## Welsh Language Officer

**Responsible to:** Student Council

**Bursary:** Up to £500 based on engagement with the role

**Term:** 1st July 2026 - 30th June 2027

### Hours

There are no set hours for this position, but flexibility is a necessity to meet the requirements of the position, which may include evening and weekend work. The bursary is based on an average of 3-4 hours/week.

### Location

All campuses

The Welsh Language Officer is the lead representative for Welsh speaking/learning students at the University and their main ambassador. The role includes representing the views and interests of Welsh speaking/ learning students, encouraging participation in the Union and advancing their welfare.

The ideal candidate will have a mature outlook and the confidence to be the voice of Welsh speaking/ learning students. Knowledge of the issues and politics related to the Welsh language at the University would be an advantage. Highly developed communication, diplomatic and negotiation skills are essential.

### Key responsibilities as Welsh Language Officer

- To represent Welsh speaking/learning students.
- To take policy proposals on issues affecting Welsh speaking/learning students and/or the Welsh Language to Student Council and/or AGM, based on feedback from Welsh speaking/learning students.
- To organise and deliver a campaign related to issues affecting Welsh speaking/learning students.
- To work with the University's Welsh Language Unit to promote and create Welsh opportunities for students.
- To attend the University's Welsh Language Steering Group meetings, South Wales Branch meetings and the Coleg Cymraeg Cenedlaethol Academic Board.
- To fulfil any democratic mandates and promote any matters of Union policy that relate to Welsh speaking/learning students and/or the Welsh language.
- To support other Officers contribute to their campaigns, as required.
- To attend NUS Wales Welsh Language Conference.

### Key responsibilities as a member of Student Council



- To attend all meetings and report on work to date at all meetings.
- Contribute towards creating and sustaining a learning Student Council by participating in and/or leading Student Council induction and development activities.
- To promote student engagement in USWSU's democratic structures.

**Additional responsibilities**

- To attend AGM.
- To stand as a delegate for NUS and NUS Wales conferences.