



### **UL Student Life Deputy President Welfare Officer**

**UL Student Life is the representative body for over 19000 students at University of Limerick.**

#### **Main purpose of this role**

This role is a democratically elected position to be a student advocate representing the student body by sitting on UL committees ensuring the student voice is heard and taken into consideration when the university are making decisions that directly impact the student experience. The student experience encompasses many aspects of academic and intellectual development; social and emotional life; and the growth and refinement of cultural, political, sporting, and artistic interests.

This role requires the Deputy President Welfare Officer to sit on up to 40 university committees representing student welfare issues and have a seat on UL Governing Authority. They attend weekly meetings representing the students of UL. Therefore, it is critical to the success of the role that the Deputy President Welfare Officer uses the correct forums to engage student opinion on a regular basis ensuring that all decisions taken are informed and are a true representation of the student voice of UL.

The Deputy President Welfare Officer also sits on the following UL Student Life committees or working groups:

<b>Committee:</b>	<b>Role:</b>
Student Executive	Member
Student Council	Attending Councillor
Welfare Team	Chairperson
UL Student Life Board of Director	Acting Director

This role requires a close working relationship with the Student President, the Student Academic Officer, the Student Communities Officer, the General Manager, and the Senior Management team to ensure that UL Student Life can continue to shape the student experience in a purposeful and meaningful way that align with our mission and vision statement.

#### **Key responsibilities include**

Being the primary representative for the welfare interest of all UL Students.



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**Roles and responsibilities include:**

1. Co-ordination and delivery of welfare campaigns on relevant welfare issues based on emerging needs and trends as identified by SISC.
2. Oversee the student welfare office and ensure continuous reviews of procedures and policies.
3. Provision and distribution of welfare information to the student body either face-to-face or other forums i.e. social media, posters, information leaflets.
4. Liaise with the college over the criteria and distribution of the access and financial aid funds.
5. In conjunction with the academic officer, meet with the college for the purposes of monitoring and review of the student charter, complaints policy, equal opportunities, and oversight of disciplinary procedures.
6. As per the Student Support Model, appropriately acknowledge and refer on students who have an individual welfare problem to the SISC by forwarding correspondence to [studentsupport@ul.ie](mailto:studentsupport@ul.ie) always respecting confidentiality
7. When necessary, refer students to attend any relevant training/briefing days for union welfare officers.
8. Meet with the student support services section and, when necessary, college management to assure the quality of services provided by the college to students.
9. Consult student services regularly to find out what problems students are having in college and take account of these when campaign planning
10. Have responsibility for sitting on the relevant disciplinary committees, as per the briefing document provided by the discipline and complaints unit.
11. Attend all Student Council meetings ensuring reports are completed and circulated in advance so that Student Council and interested parties are kept up to date on your work.
12. Ensure all decisions made at Student Council are communicated to all the relevant groups i.e. Student Body, UL Student Life Staff, and the University; and are carried out in an effective and timely manner.



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13. Attend a monthly meeting with the Student Information and Support Coordinator, Student Leadership and Representation Coordinator, and all other Student Officers to report on individual student queries coming into your office, to review the trends in student support and to provide feedback from committees.
14. Attend and actively participate in all training programs designed to support the role. 15. Develop and maintain positive relationships with the student body through availability, accountability, creativity, and credibility.
16. Work with the Marketing team to actively promote yourself, the work you are doing and engage students via social media.
17. Work with the Representation office ensuring regular feedback and updates are given on all meetings and work together on how best to always support the student agenda.
18. Encourage students to be actively involved with the democratic and election process.
19. Develop strategies to complete manifesto points.
20. Support and follow the UL Student Life Strategic Plan 'Building on Success' to completion and work with the Senior Management team.
21. Be an ambassador for UL Student Life at all times advocating on and behalf of the students. The role often requires liaising with the media, giving phone or radio interviews.
22. Manage the Student Welfare budget and follow all internal financial policies.
23. Grow and develop partnerships across all UL departments to assist current student representatives carry out their responsibilities
24. Upon your election to office, one of the requirements of your role is to be one of 6 student directors on the board, and additional sub committees or companies as and when required.



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**Essential qualifications & experience**

- A familiarity with and understanding of UL Student Lifes work as well as our aims & objectives.
- Excellent verbal and written communication skills.
- Good administrative, organisational and time management skills with the ability to prioritise projects as appropriate and work to deadlines, as required.
- Strong Microsoft Office skills including Outlook, Word, and Excel.
- Ability to work well in a busy and fast paced environment.
- Ability to work as part of a team and on own initiative.
- General understanding of social media

**Our Vision** is to be a world-renowned trailblazing students' body recognised for championing students and delivering the best university life experience. By taking an open, inclusive, and non-judgemental approach, we will create an environment enabling students to foster lifelong relationships during their time in university.

**Our Mission** is to continuously improve the lives of students by welcoming them into a friendly, fun environment that gives a real sense of belonging. We are committed to supporting the everchanging needs of students in modern day society. As a team, we work together; listening, adapting, and improving our students' university life experience.

**Our values** Student-led and student-centred; Committed to acting with integrity; Inclusive and welcoming; professionally organised; Collaborative; Innovative; Representative of all in UL; Responsive to student's needs; Adaptive to students demands

**Staff Competencies**

At UL Student life, our aim is to bring our strategic plan 'Building on Success' to fruition. We aim to do this by committing to a collaborative approach between student bodies, third parties, our leaders, and our team of dedicated staff.



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Our strategic plan has been specifically created to support our mission to ‘continuously improve the life of students.’ To support this mission, the EVOLVE competency framework model has been created at UL Student Life to ensure that each team member has the opportunity to deliver this strategy to the highest possible standard.

Through the implementation of this framework, it is envisaged that the delivery of strategic goals can take place in tandem with the development of everyone's personal and professional goals, core skills and competencies. The 5 key behaviours and competencies we look for in our team are **Creativity; Teamwork & Collaboration; Self-Management; Communications and Student Centred**

**Working at UL Student Life**

This is full time position with UL Student Life, for your term of office, with 39 office hours per week and a requirement for flexibility to work some additional hours and unsocial hours as and when required and will be based at the Student Centre, University of Limerick.

**A salary of circa €31,616** will apply to the successful candidates.

UL Student Life offers you the opportunity to work in an exciting and progressive environment and enjoy great staff benefits including:

- 26 days annual leave
- discounted gym membership
- access to the Employee Assistance Programme
- 1:1 Leadership & Performance Coaching
- Media Training – Professional Boundaries Training
- Mentoring
- Leaders for Life training program
- Support from the 14 ULSL full-time staff team

To express your interest or gain more knowledge on the role, please email [Daire.Martin@ul.ie](mailto:Daire.Martin@ul.ie).  
Nominations for this role closes on 6th March.