**Vice President Student Support**

The Vice President Student Support has the responsibility of ensuring that the University provides the necessary support for students enabling them to study; as such it is a particularly wide-ranging remit.

The Vice President Student Support:

- Ensures the University is doing the utmost in reducing barriers to study.
- Works closely with the Association’s EDI and Student Welfare staff team and liaises with other volunteers and representatives on support-related matters.
- Acts as a champion and Trustee of our student charity, Open University Students Educational Trust (OUSET).
- Has responsibility for our Peer Support service.
- Chairs the Association’s Service Review meetings.
- Chairs the liaison meetings between Faculty Representatives and Student Support Teams

**Key skills and attributes**

In addition to the shared responsibilities for all CEC, you will need to possess, or be prepared to develop rapidly, the following:

- The confidence to chair meetings.
- Willingness to engage with students through a range of platforms and to familiarise yourself with accessibility and support needs for students.
- Commitment to develop skills and knowledge appropriate to the role.

Training and support will be offered to any successful candidate.

**Role Specific Essential information, including time commitment**

This is a voluntary role which requires on average 15 hours a week, but is busier at some times.

A standard DBS check will be required prior to the commencement of the role.

You must be willing and eligible to act as a Trustee of OUSET; you must therefore be eligible to act as a Charity Trustee.

It is important to also read the shared responsibilities document, which lists shared aspects of the roles which elected student leaders all commit to upon election to the role.

**Examples of meetings attended by VP Student Support**

The nature of our Student Leader’s roles is that there are always additional Association and OU working groups and committees that they will attend, as well as a range of one-off activities. We are therefore providing the most comprehensive list we are currently able to.

The list specifies scheduled meetings; additional work is typically required between these through online discussions and/or reading papers. In general, where there are face to face meetings these often take
place in Milton Keynes, however, we are embracing blended working and so many meetings are able to be attended online.

**Association meetings**
- Senate Reference Group – four times a year, usually Wednesday mornings (First meeting 14 October) *Either VP Student Support or VP EDI attend.*
- Association Service Review Meetings – five to eight times per year, dependent on need.
- OUSET Trustee meetings – once or twice a year

**OU meetings**
- Liaison meetings with student support teams – two to four times per year, dependent on need

**Association Staff Support Link: Head of EDI and Student Welfare**