

## Job Description

### Welfare and Inclusion School Rep Coventry University Students' Union (CUSU)

Salary: £10.37 per hour (maximum of up to £300 per semester)

## General Information

**Duration:** This is a part time role that will commence from September 2021 and last for a minimum of 2 semesters. In some circumstances you may be offered the opportunity to extend this for a third semester if your course runs for 3 terms within the 2021/22 academic year.

**Training:** All Welfare and Inclusion Reps will be required to attend mandatory training in preparation for starting the role. Training will take place online and you will receive certification on completion.

**Eligibility:** To be eligible to apply, you must have been enrolled as a student for 2 or more terms as of 13/09/2021. By this date you will also be required to be enrolled for the 2021/22 academic year on a course that falls within the relevant school you are applying for. If you are unsure of what school your course falls under, you can check using our tables for the faculties:

- [Health and Life Sciences](#)
- [Business and Law](#)
- [Arts and Humanities](#)
- [Engineering, Environment and Computing](#)

## Role information

### Overview

As a Welfare and Inclusion Rep, you will be responsible for representing students from your school in **all of the following areas:**

- Mental health and wellbeing
- Student welfare
- Equity, diversity & inclusion

As part of your role, you will be helping to develop, run and communicate relevant campaigns, activities and opportunities to students in your school. As a core member of CUSU's student led team, your work will be crucial to supporting and representing student welfare needs, reducing barriers to student success and ensuring all students can fully engage in student life to enhance their overall experience.

As part of your Equity and Diversity work, Welfare and Inclusion Reps also have the opportunity to become lead representatives for our liberation groups, listed below. These leads will represent our liberation groups at the CUSU Equity, Diversity & Inclusion Committee and nationally at NUS conferences.

Our 8 student communities are:

- Women students
- LGBTQ+ students
- Disabled students
- Self-Supporting Students
- Students with Responsibilities
- Students of Faith
- Black, Asian & Minority ethnic students
- International students

### **Role Responsibilities:**

The responsibilities of Welfare and Inclusion Reps include:

- Maintaining good working relationships with Sabbatical Officers, Faculty Officers, and fellow School Reps to enable collaboration on projects.
- Building strong working relationships with staff within their school and across CUSU.
- Gathering feedback, including any ideas or raised concerns from students within their school.
- Ensuring any student matters are appropriately reported to the relevant student, University and external committees.
- Attending Welfare and Inclusion meetings as well as Student Voice Working Groups to represent the views of students within their school.
- Supporting with the development of student communications by maintaining school level social media pages, webpages and any other relevant channels.
- Leading on the planning, running and promotion of relevant campaigns, activities and opportunities to encourage active participation from students in their school.
- Maintaining the democratic processes within the Rep structure, promoting the officer positions and encouraging students to be more involved with CUSU.
- Carrying out any other duties deemed appropriate by the students of their school.

### **Equity, Diversity & Inclusion**

The Welfare and Inclusion Rep will attend Equity and Diversity training and support with raising awareness and promoting Equity, Diversity and Inclusion (EDI) topics, campaigns and events. They will help engage students in EDI activities within their School and help to develop initiatives that increase inclusivity on campus. They will help to remove the barriers faced by underrepresented students, and shape ideas to tackle inequalities. They will feed into the wider campaigns that cut across all areas of CUSU, ensuring they are inclusive and accessible, and help with the planning and delivery of EDI focused activity. They will also represent the interests of our liberation groups within the School, Faculty and University.

### **Mental Health & Wellbeing**

The Welfare and Inclusion Rep will support the Vice President for Welfare and Inclusion and Sport & Wellbeing Officer to promote and develop Mental Health and Wellbeing campaigns and support services within their School and across the University. They will help to develop and deliver the Mental Health and Wellbeing work of CUSU and ensure we are actively supporting the wellbeing needs of students within their School.

### **Welfare**

The Welfare and Inclusion Rep will raise awareness of the support services offered by the Student Union Advice Centre (SUAC) to students and staff within their School. They will also collaborate with the Vice President for Welfare & Inclusion to promote and develop welfare campaigns and activities that support the needs of students. They will work closely with the Student Wardens to help raise awareness of their activities and key messages on a school level as well as gather relevant student feedback to support with community work. They will share student feedback at Welfare and Inclusion meetings to ensure our welfare services effectively support students.

## **Meetings**

Welfare and Inclusion Reps will attend regular Welfare and Inclusion meetings, including the CUSU Equity, Diversity & Inclusion Committee, where they will work alongside other Welfare and Inclusion Reps on related projects occurring on a School, faculty, University or community level. Welfare and Inclusion Reps will represent their schools using student feedback to create and develop further welfare and inclusion initiatives and support mechanisms. Welfare and Inclusion Reps will also attend a student voice working group once a month in their faculty to represent the student voice in relation to welfare and inclusion.

## **Accountability**

As a student leader, you are held accountable by students. Welfare and Inclusion Reps will be accountable to the students of their respective school and should actively promote transparency in all work. You will be responsible for keeping students up to date with your work, ensuring you feedback outcomes of key decisions within the Union and School that relate to student questions. Each Welfare and Inclusion Rep is required to serve a minimum of two terms in their role, however, there may be an opportunity to extend this for a third semester if your course runs for 3 terms within the 2021/22 academic year.

## **Payment**

The Welfare and Inclusion Rep role is a part time position paying £10.37 per hour. While in post, Welfare and Inclusion Reps can earn up to a maximum of £300 per semester though the total amount paid will vary depending on individual engagement throughout the semester. Engagement including the total number of hours worked will be monitored and reviewed by the Students' Union to keep you on track, provide support and help with your personal and professional development.

## Tables of schools and courses

### Faculty of Health and Life Sciences

FACULTY	SCHOOL	UNDERGRADUATE COURSES	POSTGRADUATE COURSES
Health and Life Sciences	School of Life Sciences	<ul style="list-style-type: none"> <li>Analytic Chemistry and Forensic Science BSc</li> <li>Biological and Forensic Sciences BSc</li> <li>Biomedical Science BSc</li> <li>Food Science BSc</li> <li>Food Safety, Inspection and Control BSc</li> <li>Human Biosciences BSc</li> <li>Pharmacology BSc</li> <li>Nutrition and Health BSc</li> <li>Sport and Exercise Science BSc</li> <li>Sports and Exercise Therapy BSc</li> </ul>	<ul style="list-style-type: none"> <li>Biomedical Science MSc</li> <li>Biotechnology MSc</li> <li>Molecular Biology MSc</li> <li>Pharmacology and Drug Discovery MSc</li> <li>Sports and Exercise Nutrition MSc</li> <li>Strength and Conditioning MSc</li> </ul>
	School of Psychological, Social and Behavioural Sciences	<ul style="list-style-type: none"> <li>Childhood and Youth Studies BA</li> <li>Sport and Exercise Psychology BSc</li> <li>Criminology BA</li> <li>Criminology and Law BA</li> <li>Criminal Psychology BSc</li> <li>Criminology and Psychology BA</li> <li>Forensic Investigations BSc</li> <li>Psychology BSc</li> <li>Social Work BA</li> </ul>	<ul style="list-style-type: none"> <li>Applied Psychology MSc</li> <li>Business and Organisational Psychology MSc</li> <li>Career Guidance (QDC) PGDip, MA</li> <li>Cognitive Behavioural Therapy PGDip/MSc</li> <li>Forensic Psychology MSc</li> <li>Fraud Investigation Management MSc</li> <li>Health Psychology MSc</li> <li>Mindfulness and Compassion MSc</li> <li>Occupational Psychology MSc</li> <li>Psychology MSc</li> <li>Social Work MA</li> </ul>
	School of Nursing, Midwifery and Health	<ul style="list-style-type: none"> <li>Adult Nursing BSc</li> <li>Children and Young People's Nursing BSc</li> <li>Dietetics BSc</li> <li>Learning Disabilities Nursing BSc</li> <li>Mental Health Nursing BSc</li> <li>Midwifery BSc</li> <li>Occupational Therapy BSc</li> <li>Operating Department Practice DipHE</li> <li>Paramedic Science BSc</li> <li>Physiotherapy BSc (Hons)</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Clinical Practice MSc</li> <li>Advancing Physiotherapy Practice MSc</li> <li>Global Healthcare Management MSc</li> <li>Health Studies MSc</li> <li>Manual Therapy MSc</li> <li>Nursing Studies MSc</li> <li>Public Health Nutrition MSc</li> <li>Social and Therapeutic Horticulture MSc</li> <li>Teenage and Young Adult Cancer Care PgCert</li> </ul>

Faculty of Business and Law

FACULTY	SCHOOL	UNDERGRADUATE COURSES	POSTGRADUATE COURSES
Business and Law	Coventry Law School	<ul style="list-style-type: none"> <li>• Law LLB (Hons) with specialist pathways</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Crime</li> <li>• International Commercial Law</li> <li>• International Corporate Law</li> <li>• International Human Rights Law</li> <li>• Law</li> <li>• Public International Law</li> </ul>
	Economics, Finance and Accounting	<ul style="list-style-type: none"> <li>• Accounting and Finance for International Business (top-up)</li> <li>• Business Economics</li> <li>• Economics</li> <li>• Financial Economics</li> <li>• Banking and Finance</li> <li>• Business and Finance</li> <li>• Finance</li> <li>• Finance and Investment</li> <li>• International Finance and Banking (top-up)</li> <li>• Accountancy</li> <li>• Accountancy and Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Accounting and Financial Management</li> <li>• FinTech</li> <li>• International Business Economics</li> <li>• Professional Accountancy</li> </ul>
	Marketing and Management	<ul style="list-style-type: none"> <li>• Event Management</li> <li>• Sport Management</li> <li>• International Events and Hospitality Management (top-up)</li> <li>• Business and Human Resource Management</li> <li>• Advertising and Marketing</li> <li>• Business and Marketing</li> <li>• Digital Marketing</li> <li>• International Digital Marketing (top-up)</li> <li>• Marketing</li> <li>• International Marketing (top-up)</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising and Marketing</li> <li>• Brand Management</li> <li>• Digital Marketing Management</li> <li>• Human Resource Management</li> <li>• International Events Management</li> <li>• International Human Resources Management</li> <li>• International Marketing Management</li> <li>• Sport Management</li> </ul>

	<p style="text-align: center;"><b>School of Strategy and Leadership</b></p>	<ul style="list-style-type: none"> <li>• International Business</li> <li>• International Business Management</li> <li>• Business Administration</li> <li>• Business Management</li> <li>• Enterprise and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• International Business Management</li> <li>• Business Administration</li> <li>• Business Analytics</li> <li>• International Entrepreneurship</li> <li>• Leadership and Management</li> <li>• Project Management</li> <li>• Risk Management</li> <li>• MBA (Artificial Intelligence)</li> <li>• MBA (Health Care Sector)</li> <li>• Master of Business Administration (MBA)</li> </ul>
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Faculty of Arts and Humanities

FACULTY	SCHOOL	UNDERGRADUATE COURSES	POSTGRADUATE COURSES
Arts and Humanities	Art and Design	<ul style="list-style-type: none"> <li>• Architecture</li> <li>• Automotive and Transport Design</li> <li>• Fashion</li> <li>• Film Production</li> <li>• Fine Art</li> <li>• Games Art</li> <li>• Graphic Design</li> <li>• Illustration and Animation</li> <li>• Interior Architecture and Design</li> <li>• International Fashion Business</li> <li>• Product Design</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Automotive and Transport Design MA</li> <li>• Design Management MA</li> <li>• Illustration and Animation MA</li> <li>• Painting MA</li> </ul>
	Humanities	<ul style="list-style-type: none"> <li>• English and Creative Writing</li> <li>• English</li> <li>• English Language</li> <li>• English Literature</li> <li>• History and Politics</li> <li>• History</li> <li>• International Relations</li> <li>• Languages for Global Communication</li> <li>• Politics and International Relations</li> <li>• Politics</li> <li>• Sociology and Criminology</li> <li>• Sociology</li> </ul>	<ul style="list-style-type: none"> <li>• International Relations MA</li> </ul>
	Media and Performing Arts	<ul style="list-style-type: none"> <li>• Acting (Stage and Screen)</li> <li>• Digital Media</li> <li>• Global Journalism and Media</li> <li>• Journalism and English</li> <li>• Journalism</li> <li>• Media and Communications</li> <li>• Media Production</li> <li>• Music Technology</li> <li>• Photography</li> <li>• Popular Music Performance and Song writing</li> <li>• Theatre and Professional Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Communication, Culture and Media MA</li> </ul>



Faculty of Engineering, Environment and Computing

FACULTY	SCHOOL	UNDERGRADUATE COURSES	POSTGRADUATE COURSES
<b>Engineering, Environment and Computing</b>	<b>Computing, Electronics and Maths</b>	<ul style="list-style-type: none"> <li>• Computer Hardware and Software Engineering</li> <li>• Computer Science</li> <li>• Computer Science with Artificial Intelligence</li> <li>• Computing</li> <li>• Data Science</li> <li>• Electrical and Electronic Engineering</li> <li>• Electronic Engineering</li> <li>• Ethical Hacking and Cybersecurity</li> <li>• Games Technology</li> <li>• Informatics</li> <li>• Information Technology for Business</li> <li>• Interactive Media and Web Technologies</li> <li>• Mathematics and Physics</li> <li>• Mathematics and Statistics</li> <li>• Mathematics</li> <li>• Physics</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Science</li> <li>• Connected Autonomous Vehicle Systems</li> <li>• Cyber Security</li> <li>• Data Science and Computational Intelligence</li> <li>• Data Science</li> <li>• Digital Technology for Business</li> <li>• Digital Technology for Engineering</li> <li>• Electrical and Electronic Engineering</li> <li>• Electrical Automotive Engineering</li> <li>• Embedded Systems Engineering</li> <li>• Management of Information Systems and Technology</li> <li>• Software Development</li> </ul>
	<b>Energy, Construction and Environment</b>	<ul style="list-style-type: none"> <li>• Architectural Technology</li> <li>• Building Surveying</li> <li>• Civil and Environmental Engineering</li> <li>• Civil Engineering</li> <li>• Construction Management</li> <li>• Disaster and Emergency Management</li> <li>• Energy Resources Management</li> <li>• Geography and Natural Hazards</li> <li>• Geography</li> <li>• Quantity Surveying and Commercial Management</li> </ul>	<ul style="list-style-type: none"> <li>• Agroecology, Water and Food Sovereignty</li> <li>• Civil Engineering</li> <li>• Construction Management with BIM</li> <li>• Construction Project and Cost Management</li> <li>• Crisis, Security and Resilience</li> <li>• Crowded Places and Public Safety</li> <li>• Disaster Management and Resilience</li> <li>• Emergency and Incident Management</li> <li>• Emergency Management and Resilience</li> <li>• Oil and Gas Engineering</li> <li>• Oil and Gas Management</li> <li>• Petroleum and Environment Technology</li> <li>• Production Engineering and Operations Management</li> <li>• Renewable Energy Engineering</li> </ul>

			<ul style="list-style-type: none"> <li>• Structural Engineering</li> <li>• Sustainability and Environmental Management</li> </ul>
	<b>Mechanical, Aerospace and Automotive Engineering</b>	<ul style="list-style-type: none"> <li>• Aerospace Systems Engineering</li> <li>• Aerospace Technology</li> <li>• Applied Mechanical Engineering</li> <li>• Automotive Engineering</li> <li>• Aviation Management</li> <li>• Engineering Business Management</li> <li>• Manufacturing Engineering</li> <li>• Mechanical Engineering</li> <li>• Motorsport Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Mechanical Engineering</li> <li>• Advanced Supply Chain Management</li> <li>• Aerospace Engineering</li> <li>• Air Transport Management</li> <li>• Automotive Engineering</li> <li>• Control, Automation and Artificial Intelligence</li> <li>• Engineering Management</li> <li>• Engineering Project Management</li> <li>• Human Factors in Aviation</li> <li>• Supply Chain Management and Logistics</li> </ul>