



Cardiff Students' Union  
Undeb Myfyrwyr Caerdydd

## Vice President Undergraduate Students

### The Role:

The Vice President Undergraduate Students is elected to represent undergraduate students across all schools, levels, and types of study. This is a full-time, paid position. The successful candidate will either take a year out of study or undertake the role after graduating.

The role is fast-paced, varied, and collaborative. You'll work with fellow officers, university staff, and students to understand and improve the academic and wider experience of undergraduates. **The role requires professionalism, resilience, and the ability to manage competing priorities, listen to others, and make student voices heard at all levels.**

### As Vice President Undergraduate Students, you will:

|                       |                                                                                                                                                                           |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REPRESENT</b>      | undergraduate students on academic and student experience matters across University committees and forums                                                                 |
| <b>CONTRIBUTE</b>     | to the overall direction and governance of the Union as a Trustee, supporting collective decision-making and working on issues beyond your individual remit when required |
| <b>ENGAGE</b>         | with students across schools, years, and programmes to understand their needs and reflect their views in decision-making                                                  |
| <b>COLLABORATE</b>    | with Academic Reps, Executive Committees, and SU staff to respond to emerging student issues and enhance academic life                                                    |
| <b>UPHOLD</b>         | the democratic processes of the Union by delivering policy mandates and working closely with Student Senate and your Executive Committee                                  |
| <b>CAMPAIGN</b>       | on key issues that affect the undergraduate student experience, from learning resources and assessment to wellbeing and belonging                                         |
| <b>CHALLENGE</b>      | and hold the University to account with students' interests at the centre                                                                                                 |
| <b>TAKE OWNERSHIP</b> | of your manifesto commitments and work proactively to deliver them throughout the year                                                                                    |
| <b>WORK</b>           | as part of a wider Officer Team, contributing to joint priorities, campaigns, and events that benefit all students                                                        |

### A Typical Week

You'll spend time attending meetings, speaking to students, writing reports or statements, and planning campaigns. You'll also work closely with other Officers and SU staff to share updates and agree on shared priorities.

Your week might include:

- Meeting with University staff to resolve a student issue or raise concerns
- Running a listening event or drop-in to hear from students
- Working on a report about feedback, assessment or academic support
- Collaborating on a cross-campus campaign or initiative



The heart of Cardiff student life  
Calon bywyd myfyrwyr Caerdydd

| <b>Skills you will develop:</b>                                                                                                                                                                                                                                                                                                                                                                  | <b>Opportunities and benefits:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Campaigning and political engagement</li> <li>• Time and workload management</li> <li>• Organisational and planning skills</li> <li>• Teamwork and collaboration</li> <li>• Project design and delivery</li> <li>• Negotiation and diplomacy</li> <li>• Networking and stakeholder influence</li> <li>• Campaign planning and implementation</li> </ul> | <ul style="list-style-type: none"> <li>• Full-time, paid position with annual leave and access to CSU staff benefits</li> <li>• Internal training and mentoring from SU staff</li> <li>• Professional development and one-to-one support</li> <li>• A unique experience in governance, leadership, and influence</li> <li>• An opportunity to shape real change at the SU and University</li> <li>• A standout addition to your CV and career development</li> <li>• Build lasting networks locally and nationally</li> </ul> |

## Expectations

This is a leadership role that requires responsibility, consistency, and teamwork. The successful candidate will:

- Maintain a consistent and professional presence throughout the working week, showing up fully for meetings, projects, and team responsibilities, and taking an active, hands-on approach to the role
- Communicate and collaborate effectively with students, SU staff, University stakeholders, and external partners
- Work professionally: attending meetings, planning work, following through on actions, and meeting deadlines
- Manage competing demands, adapt quickly to change, and maintain resilience in a fast-paced and often reactive environment
- Uphold the SU's values and code of conduct at all times
- Participate in all relevant accountability and review processes, including meetings with the Accountability Panel (held three times per year)
- Deliver your manifesto commitments and work to implement policy passed by students

Full support is provided through the SU's officer support structure, including regular meetings with your staff contact, SMT buddy, and internal SU teams.

## Eligibility

To be eligible to stand for this role, you must be a current student of Cardiff University or a current Sabbatical Officer at the close of nominations. The successful candidate will either take a year out of study or undertake the role after graduating.

To be eligible all candidates must also pass the 'Fit-to-Stand' policy. This means candidates standing in the election, to their knowledge and at the point of the close of nominations, do not have any current investigations or previous complaints upheld against them into matters relating to sexual misconduct, inappropriate sexual behaviour, relationship abuse and unhealthy relationships, sexual assault, sexual violence, violence, abuse, harassment, bullying, hate crimes, criminal conduct, physical assault, or discrimination. Any students who are unable to confirm they are 'fit to stand' will not be eligible to stand in the election.



## How to Nominate:

- Nominate yourself [here](#).
- More information can be found on the Students' Union Website [here](#).
- If you have any questions, please contact the Elections Team at [elections@cardiff.ac.uk](mailto:elections@cardiff.ac.uk).

