



LEAD LUU

**Union Affairs and
Community Student
Executive**

Role Profile

Role Title: Union Affairs and Community Student Executive

Salary: £24,815 - subject to a cost-of-living award in April 2026

Full Time/Part Time: Full Time

Hours: 36.5 Hours Per Week

Contract Term: 15th June 2026 to 30th June 2027

Accountable to: The Student Body and Trustee Board

Elected by: All students at the University of Leeds

Location: LUU Building with the option of some working from home

Eligibility: Any University of Leeds Student during academic year 2025/26 who is eligible to work in the UK at the start of employment

Our Organisation and its values

We are Leeds University Union, a democratically-led charity that helps over 38,000 students **love their time at Leeds**. We want to make student life the best it can be by supporting students to fuel their passions, creating a celebrated fun and lively community and supporting them to be their best selves, through all the activities we deliver at LUU. This ranges from our Clubs and Societies Programme, our academic advocacy, an independent Help and Support service, and a set of café/bars that build community amongst others.

We have embarked upon an exciting project – our Community Engagement Model Project will deliver an additional 10 paid part-time roles be elected by our students, a refocus of the full-time Student Executive roles to create a closer link of power and accountability by, for and between students, Engagement Leaders and Student Executives, which will embed a culture of advocacy, mobilising and organising.

What is an Student Executive?

The role of an Student Executive at a Student Union is a role like no other. The Elected Trustee team works together to represent students on a variety of levels, from engagement with students, at the Trustee Board of the Union, influencing key stakeholders across campus, the city of Leeds and the country.

A key part of the role is understanding what matters most to students within your remits and shared priorities and represent the varied and diverse student population here at Leeds. The team will work with other students, advocating for students on key issues that affect their lives as students, enabling students to mobilise and organise around issues that affect them.

Throughout the year, there will be opportunity to work in partnership with staff at the Union, University and other stakeholders on joint projects and initiatives that will improves students' experience.

The work is challenging. You will have to deliver for students on their priorities driven by insight, emergent issues and the fast-changing higher education sector. As leaders of the Union, you will balance, support and navigate diverse student perspectives, working with other Officers to present a united front on decisions. You will not be alone, LUU staff will be there with you every step of the way.

What does the Union Affairs and Community Student Executive do?

The Union Affairs Officer will focus on all things civic engagement and social impact, connecting student life to the city, being its external voice outwards and the democracy within it.

First and foremost, the role will chair LUU's Board of Trustees, the board tasked with overseeing the development of the Union that ensures the Union's activities are effective and follow charity law. They will also chair the space where Full-Time Officers will come together, named Executive Formal.

The role will have the opportunity to work alongside other students on initiatives to increase and extend the democracy of the Union, improving student living in the city. The Union Affairs and Community Student Executive will be encouraging other students to propose their ideas to the Better Forums and other discussion spaces such as the newly built Assembly system. The Student Community & Welfare Assembly will be co-chaired by the this role and the Welfare and Liberation Student Executive.

Alongside the Academic Experience Executive Officer, they will help govern the University, being on University Council, and ensure that students can make LUU, the University and the city of Leeds better for students through LUU's democratic systems. You will attend various University Boards and Committee meetings to represent the views of students, meeting regularly with senior university staff and building relationships with key individuals.

To do this; their specific duties will be:

- Chair LUU's Board of Trustees
- Attend relevant Subcommittees and the Board of Trustees.
- Coordinate, support, develop and empower other student leaders to lead.
- Use student insight to inform and lead advocacy and the work of part-time Student Officers.
- Act as a conduit of information between the University and the Union.
- Build external partnerships with key stakeholders and the University.
- Speak on behalf of students to the University, external organisations or the media when

Role Description

These are the ownership areas and ongoing accountabilities of the role:

Governance & Representation

- Uphold student-centred governance at LUU and maintain accountability to the Student Body and Trustee Board.
- Represent students' interests across University boards/committees and within LUU's governance structures.
- Provide full-time leadership capacity to advocate on student issues, including to the National Union of Students and other student interest organisations.

Team Leadership & Coordination

- Lead the development and execution of Executive Formal.

Insight-Driven Advocacy & Communication

- Ensure student insight (data and lived experience) is systematically used to shape priorities, inform campaigns, and guide the work of part-time officers.
- Maintain effective two-way communication flows between LUU and the University (information conduit function).
- Represent and communicate student views externally (University, stakeholders, media) and at student-facing events.

External Relationships & Partnerships

- Build, steward and leverage partnerships with key stakeholders across the University and beyond to advance students experiences.

Policy & Democratic Processes

- Support the Better Forums process—ensuring ideas are fed back, supported ahead of Forums, and implemented where relevant as policy.

Strategy & Organisational Alignment

- Deliver LUU's strategy within the Union Affairs & Community remit, role-modelling LUU values and supporting wider Union campaigns and projects alongside staff.

Person Specification

These are some of the skills, experiences and qualities that you might have that will be beneficial for the role. During your term you'd continually develop these.

Criteria Eligibility

Current students at the University of Leeds at any level of study who has the right to work in the UK.

Skills

- **Leadership** - You listen, bring people together and can motivate others to engage and empower students to be active in LUU.
- **Advocacy** - Supporting and speaking on behalf of students to represent their needs and views.
- **Strategic Connection & Influencing** - You will care about the issues that affect students, but will approach solutions to these issues in a strategic manner, working with and influencing key decision-makers
- **Power Builder** - You will build power with students, enabling them to create their own communities and movements that ensure legacy past your term
- **Project Planning & Delivery** - You will work on an array of projects, getting first-hand experience at moving from ideas, to planning to delivery and review.
- **Accountable** - Takes ownership over areas of project/ideas. Involving students in planning, keeping them up to date with what you're working on.
- **Interpersonal** - Interested in people and can build new positive working relationships and support retaining previous ones, internally and externally
- **Adaptive** - Flexing when needed and ability able to manage and work through change in an ever-transforming student experience environment.

Behaviours

- **LUU Strategy** - Aligns with the values of fun empowering and Inclusive
- **Insight driven** - Able to interweave personal stories and affects and data to influence decision-makers.
- **Collaborative** - Works collaboratively with team members and students, ensuring that all voices can be heard, and works together as a collective to find solutions.

Benefits and Support

As an Student Executive, you'll take part in an extensive induction and ongoing development programme you will be required to attend so that you can represent students effectively. During induction, you'll engage in a series of training sessions delivered in-house or by expert trainers, attend a 3-day team-building Residential and connect with other student leaders from across the country via a range of events and conferences.

You'll be supported over the course of the year by the new Student Leader Organising Team, who'll support you and coordinate personal and professional development support to help you thrive.

Process

LeadLUU is a fun, inclusive and empowering democratic election which should be an enjoyable experience for all involved. It will be difficult, but highly rewarding. You should expect a warm, welcoming experience from staff and other student leaders.

All Student Executives will be elected by students during LeadLUU. Every candidate will have the opportunity to succeed in the process, promoting themselves, attending training, building new skills, receiving support, or using resources designed to give them the best chance to compete in the elections. We here to support you with everything you need to deliver a great campaign!

We use the Single Transferable Vote system where LUU members can rank candidates in order of preference or just select one candidate.

LeadLUU Timeline

End of Nominations: 16TH February

Mandatory Candidate Training (candidates need to attend one full day): 24th and 25th February 2025

Creation Period: 26th February – 10th March

Candidates Revealed and Campaigning Begins: 11th March-15th March

Voting Period: 16th, 17th, 18th March

Results Night: 23rd March

If you have any questions or concerns regarding the dates, please contact the Democracy and Campaigns Team at DemocracyAndCampaigns@luu.ac.uk. We recommend that you read our [Guide to LeadLUU first](#).

Top Tip: This role can be quite competitive; we recommend that you use your experience networks as a student. Research your ideas with your friends and showcase how what you want to do will benefit University of Leeds students. Consider how you will stand out from the other candidates in the role.