



## Liberation Officer Role Description

### The Role:

As a Liberation Officer, you represent one of five communities of students (Black and Minority Ethnic (BME) students, Disabled Students, LGBT+ students, Trans and Non-Binary students, and Women students) who have traditionally been underrepresented in Higher Education and who continue to face oppression in wider society. You will work closely with self-identifying students, the Liberation Campaign Committees, the other four elected Liberation Officers, and the Vice President Welfare to ensure that the students you represent are supported, engaged, and have their voices heard within the Students' Association and the University.

To do this, you will liaise with students who self-define as BME, Disabled, LGBT+, Trans and Non-Binary, or Women to identify issues; attend meetings within the Students' Association and University to raise these concerns with the appropriate individuals; organise events and campaigns on relevant topics; and provide advice and sign-posting to students who request your support.

You will lead on the Students' Association's work in areas relevant to the students you represent, including planning events to mark significant days or months (Black History Month, Disability History Month, LGBT+ History Month, and International Women's Day) and running campaigns on specific issues.

You will also act as a representative of the Students' Association to the students within your Campaign, ensuring they are aware of key events, campaigns, and activities that are taking place within the Students' Association.

The Liberation Officer role usually takes around 16 hours a month to fulfil, although it may require more time during busy periods.

### Benefits:

Being a Liberation Officer is an excellent opportunity to make a real difference to the lives of students from underrepresented and marginalised groups.

You will also gain skills in areas such as leadership, negotiation, communication, and events planning. A key element of this role is working in partnership with a variety of different people including students, your fellow elected reps, Students' Association staff, and members of University management, which will give you experience of managing sometimes complex relationships. These are skills that are particularly valued by employers.

You will have the opportunity to take part in the Edinburgh Award for Representing Students, which recognises the excellent work that student representatives do. Both completion of the Edinburgh Award, and your active engagement with the role of Liberation Officer, are recorded on your Higher Education Achievement Record (HEAR).

In recognition of the activities that you are undertaking you will be awarded an honorarium of £1200. In order to receive this you will be required to sign a contract once you are elected, and submit progress reports throughout the year.



## Commitments and responsibilities:

- Gather feedback from self-identifying students on their experiences at the University of Edinburgh and any issues they might have (ensuring you engage with a range of students)
- Represent self-identifying students by attending and taking part in Student Council and any relevant Students' Association and University meetings
- Support the members of your Liberation Campaign Committee – empowering them to lead on individual projects and campaigns where appropriate
- Sign-post students in need of support on to the relevant Students' Association or University service e.g. The Advice Place or the Student Disability Service
- Organise events and activities throughout the year – these may be social events, educational events, or campaigning
- Plan events and campaigns for significant dates such as Black History Month, Disability History Month, LGBT+ History Month, and International Women's Day
- Support self-identifying students in running their own projects and campaigns on issues relating to your role
- Ensure self-identifying students are kept updated on any relevant activities within the Students' Association and University by sending regular email newsletters and participating in outreach activities
- Create a handover document at the end of your term to pass on to your successor, outlining key issues and campaigns from the year

## Training and support:

- You will receive an initial welcome to your role with the Students' Association at an event held shortly after your election.
- You will receive bespoke Liberation Officer training before the summer that will provide more specific information about your role, allow you to meet and bond with your fellow Liberation Officers, and will enable you to plan for the year ahead.
- In Semester 1 of the new academic year, you will be invited to more general training designed to provide you with more information about the Students' Association's representative structures and allow you to meet other elected student reps.
- We also offer additional training sessions during the year which focus on specific skills, such as campaigning, public speaking, effective communication, and more
- You will work closely with the Sabbatical Officers, particularly the Vice President Welfare, who can support you in your role
- You will receive support from staff within the Representation and Democracy team at the Students' Association. They can provide guidance on running campaigns, and information and advice on how to take forward projects within the University and beyond.
- There will also be the opportunity to take part in a wide variety of Students' Association events as part of your development.



## Key Election Dates

Event	Date	Time
Nominations Open	14 January 2019	09:00
Nominations Close	21 February 2019	17:00
<a href="#">Candidate Briefing</a>	22 February 2019	15:30 - 16:30
<a href="#">Candidate Briefing</a>	25 February 2019	15:30 - 16:30
Candidate Preparation	21-28 February 2019	
Campaigning Period Opens	28 February	12:00
Campaigning Period Closes	7 March	17:00
<a href="#">Liberation Officer Candidate Question Time</a>	1 March	18:00 - 20:00
Online Printing Deadline	4 March 2019	16:00
Voting Opens	4 March 2019	10:00
Voting Closes	7 March 2019	17:00
<a href="#">Results Night</a>	8 March 2019	18:30 - 20:30
Expenses Claims Deadline	31 March 2019	23:59

## Training Dates

Event	Date	Time
<a href="#">How to run a winning campaign - Campaign Planning</a> Meeting Room, King's Buildings House, <b>King's Buildings</b>	6 February 2019	12:30 - 13:10
<a href="#">How to run a winning campaign - Campaign Planning</a> Meeting Room, King's Buildings House, <b>King's Buildings</b>	6 February 2019	13.20 - 14:00
<a href="#">How to run a winning campaign - Campaign Planning</a> Balcony Room, Teviot, <b>George Square Campus</b>	6 February 2019	17:00 - 17:40
<a href="#">How to run a winning campaign - Campaign Planning</a> Balcony Room, Teviot, <b>George Square Campus</b>	6 February 2019	17:50 - 18.30
<a href="#">How to run a winning campaign - Manifesto Development</a> Balcony Room, Teviot, <b>George Square Campus</b>	13 February 2019	12:30 - 13:10
<a href="#">How to run a winning campaign - Manifesto Development</a> Balcony Room, Teviot, <b>George Square Campus</b>	13 February 2019	13.20 - 14:00
<a href="#">How to run a winning campaign - Manifesto Development</a> Meeting Room, King's Buildings House, <b>King's Buildings</b>	13 February 2019	16:00 - 16:40
<a href="#">How to run a winning campaign - Manifesto Development</a> Meeting Room, King's Building House, <b>King's Buildings</b>	13 February 2019	16:50 - 17:30
<a href="#">How to run a winning campaign - Promoting Your Campaign</a> Balcony Room, Teviot, <b>George Square Campus</b>	15 February 2019	12:30 - 13:30
<a href="#">How to run a winning campaign - Promoting Your Campaign</a> Room 3211, JCMB, <b>King's Buildings</b>	15 February 2019	15:00 - 16:00
<a href="#">How to run a winning campaign - Manifesto Development</a> Middle Reading Room, Teviot, <b>George Square Campus</b>	18 February 2019	12:30 - 13:10
<a href="#">How to run a winning campaign - Manifesto Development</a> Middle Reading Room, Teviot, <b>George Square Campus</b>	18 February 2019	13.20 - 14:00
<a href="#">How to run a winning campaign - Manifesto Development</a> Room 3212, JCMB, <b>King's Buildings</b>	18 February 2019	16:00 - 16:40
<a href="#">How to run a winning campaign - Manifesto Development</a> Room 3212, JCMB, <b>King's Buildings</b>	18 February 2019	16:50 - 17:30