

## JOB DESCRIPTIONS

Name	Position	Job Description
Ellie Brain	President	<p>The job is not for the faint hearted, or one for somebody who simply wants the role for their CV. This is equivalent of taking on a part time job during your degree, which included the following:</p> <ul style="list-style-type: none"> <li>• Attending several meetings a week, often chairing them yourself. This requires a large amount of pre-reading/drafting papers beforehand</li> <li>• Speeches in front of large audiences</li> <li>• A HUGE amount of admin in regards to emails, facebook, Instagram ect</li> <li>• Dealing with various emergencies that crop up during the year</li> </ul> <p>A successful President has confidence and charisma, and most importantly loves Fitz but wants to see it be the best college it can be, can identify problems and understand the best way of achieving solutions.</p>
Emily Insanally	Vice President	<p>There are 2 main parts to my role; organising the undergraduate housing ballot (2nd, 3rd and confirmed 4th years), and arranging college families. The role is also very much a supporting role, the VP is there to help not only the President but all of the sub-comms such as Ents, Welfare, T&amp;A etc. If any team has a project they need help with or anything at all really, the VP is there to support.</p>
Alexandra Nikolin	Green Officer	<p>The green officer is responsible for making the college as "green" and sustainable as possible. You work closely with the ethical affairs officer to achieve this goal. Your responsibilities consist of:</p> <ul style="list-style-type: none"> <li>• Attending the environmental committee meetings</li> <li>• Attending the JCR meetings</li> <li>• Attending other meetings that may be relevant eg divestment, housekeeping, catering</li> <li>• Run the environmental workshops during freshers week</li> <li>• Take charge of the compost scheme liaising with housekeeping and catering</li> <li>• Raise awareness about environmental issues</li> <li>• Make sure that the JCR Environmental Policy is enforced at JCR events</li> <li>• Be a member of the Hedgehog Friendly Campus Workgroup</li> <li>• Pushing the college towards becoming more environmentally conscious</li> </ul>
Caolan McConnaughie	Clubs and Societies	<p>This role helps to coordinate the large variety of sporting clubs and extra-curricular and co-curricula societies around college. The role is particularly concerned with working with smaller societies that do not have fellows running them (such as FCMS or the Boat club) and can be a liaison for people wanted to start up societies or looking for funding. The main responsibilities are as follows: 1) You must keep a list of all the clubs and societies around college and their president/captain/chair so that people looking to join can get contact details off you. 2) You are president of the amalgamated clubs society which comprises all those sporting teams that do not have regular teams each year. This involves organising a sports dinner, handing out funding for sports awards and paying coppers fees through the JMA. 3) Help run events such as Billy Day, Winter Wonderland and the societies fair. 4) Chair gym committee meetings. There is a lot of scope for this role to expanded and for changes in the way we publicise and run the clubs and societies system to put in place.</p>
Finn Manders	Target & Access Executive	<p>T&amp;A Exec is about being on top of what's going on in access at Fitz &amp; across the uni. You lead the subcommittee, sit on the CUSU forum &amp; college committees, run the Fitz Shadowing Scheme and coordinate the Fitz bit of the CUSU Shadowing scheme. It also means communicating to folk in college what bigger things they can get involved in, and being involved (as much as possible) in those things yourself (e.g. InsideUni/ProjectAccess/Fitz degoats).</p> <p>The most important thing with this role is being engaged with access beyond the JCR, and really caring about Widening Participation as a whole. If you do it properly it does take a fair bit of work, but is absolutely worth it - feel free to email or message me if you have any questions at all.</p>
Harriet Bradnock	Ethical Affairs Executive	<p>Ethical Affairs Executive is a really varied and interesting role, with the opportunity to effect change across the college. As Exec you must attend</p>

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		<p>Environmental Committee meetings, which happen once a term. You are a representative for the undergrad students on this committee - it's an opportunity to communicate students' concerns or ideas to members of staff in college and to get things done!</p> <p>As well as working with college staff, you will work with your Ethical Affairs subcommittee (Green Officer, Charities Officer and Food &amp; Beverages Officer) to organise and support their ideas and aims too.</p> <p>The college has taken part in the Green Impact scheme for the past few years, and is doing so again this year. Previous Ethical Affairs Executives, have acted as the primary student 'coordinator' for this, and it would be really good to continue working with staff on this.</p> <p>There's also the opportunity to run any events you'd like! - especially during Green Week during Lent term - such as an Ethical Formal, talks and presentations or film screenings to name a few! There's freedom for you to make your own events and come up with new ideas for how to make Fitz more ethical!</p>
Harriet	Ethical Affairs Exec	Forgot to add in bit in my original one about running Environmental Workshops during Freshers Week.
Justin Yu	International Officer	The role of international officer suits best a person who is keen to serve Fitz's diverse international student community. Being a role on the Welfare subcommittee, the duties of an international officer are similar to those of the other Liberation Officers namely representing the interests of a minority group on the JCR, passing on important information to members of that group, and organising events to help that group feel welcome in Fitz and socialise both with fellow students at Fitz and with students from other colleges. Where the role differs is in the planning and running of international freshers' week, and the unique nature of issues facing international students, particularly those who have only recently arrived in the United Kingdom.
Dmitry Bashtanov	Tech Officer	<p>As tech officer, you deal with the tech for ents in college; setting up speakers, mics, lights, instruments (etc.) depending on what each specific ent needs.</p> <p>Also you are in charge of the jukebox that lives in the bar and the projector in the JCR, making sure both are working, cables are fine, and the jukebox has plenty of songs</p>
Alex Burns	LGBT+ Officer	To run social events for LGBTQ+ students at Fitz; to promote LGBTQ+ events that are uni-wide; to represent LGBTQ+ students at college level and to push for solutions for improvements in college pertaining to LGBTQ+ issues; to be a point of contact or advice to students; to assist with various general JCR social events throughout the year, including helping the ents team where needed.
Andrew Salkeld	Treasurer	Manage the budget. Sell gowns. Sit on 3 committees (GPC, JMA, GB). Support the President.
Daniel Carter	Website Officer	<p>As Website Officer, you have control and responsibility over fitzjcr.com, including:</p> <ul style="list-style-type: none"> <li>- Managing a website with 1000s of hits</li> <li>- Managing the JCR's online accounts</li> <li>- Making sure the correct information is provided to students</li> <li>- Implementing any ideas you/the committee have</li> <li>- Playing a large part in the digital/online ballot</li> </ul> <p>To apply for this role, no technical knowledge is required. However, the following would be helpful:</p> <ul style="list-style-type: none"> <li>- Ability to program (particularly if you've used PHP although this isn't hard to learn, especially if you have experience of another programming language)</li> <li>- Familiarity with the SRCF/Linux</li> <li>- An understanding of web best practices</li> </ul> <p>I'm around for support and assistance, so you can learn everything on the job!</p>

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Poppy Blackshaw	Academic Affairs Executive	<p>The main job of the Academic Affairs Executive is to ensure that students experience both success and enjoyment in their undergraduate study, but at the same time making sure this endeavour does not come at the expense of them maintaining a good work-life balance and immersing themselves in all the extra-curricular opportunities Fitz has to offer!</p> <p>You will be expected to attend Education Committee Meetings - these happen once a term, and you will also be expected to support Ents in writing and running the freshers/refreshers pub quiz. You are also responsible for Fitz 2020-2021 university challenge application form.</p> <p>It should be stated now, that as academic affairs officer, you SHOULD be in support of abolishing the scholars ballot. Your job is to represent the students, and they overwhelmingly voted to scrap the ballot. You should hold college to account on this, and ensuring the ballot ultimately goes should be your MAIN concern this year.</p>
Iona MacPherson	BME officer	<p>The BME officer is there to support all Black and Minority Ethnic students at Fitz, to put on events for BME students, to answer questions regarding racial (or religious) issues, and to point BME students in the direction of any services they may be looking for.</p>
Daniel Ellis	Disabilities and Mental Illness Officer	<p>As the Disabilities and Mental Illness Officer, the main thing to do is to campaign for accessibility at college and ensure that everyone is aware of what they are entitled to as disabled students (e.g. exam adjustments or special accommodation specifications). In order to do this and to be a point of contact for those seeking help, it is important to understand the support systems that are in place both on a college level and at the university-wide scale too. Further to this, the officer makes sure that the JCR are consistent in their accessibility to events and plans events accessibly rather than planning events and then checking how accessible they are.</p>
Ben	Charities Officer	<p>Organise events for charity - whether information / awareness / fundraising events. Work with the wider JCR on their events and projects.</p>
Leon Reason	Publications and Communications Officer	<p>Primarily responsible for designing, editing and producing the college magazine - The Goat Post. Also involved in publicising the JCR's activities through social media and visual content.</p>
Henry Sainsbury	Ents Executive	<p>The Entertainment (Ents) Executive runs the largest subcommittee on the JCR, made up of three Ents Officers, a Technical Officer and four part-time Freshers' Officers (to be elected at the end of Easter Term, subject to JCR approval). They have the ultimate responsibility for Freshers' Week, Refreshers' Week and a whole host of other events that run throughout term – including, but not limited to, Pub Quizzes, Bar Crawls, Fireworks Night, Club Bops, Winter Wonderland and Billy's Day (together with the Sports and Society's President). They have responsibility for an annual budget of around £1000 in addition to funds in a separate Entertainment Account, operated in conjunction with Senior Treasurer Cyrus Mostajeran.</p> <p>Freshers' Week is the busiest and most demanding aspect of the job. Coordinating with college staff is vital, as well as organising the subcommittee and the wider JCR in order that every event has enough helpers/stewards to run. While naturally a challenging time, it is also the most exciting part of the job – working closely with the whole JCR, meeting hundreds of new people and providing entertainment for around 400 members of the undergraduate body.</p> <p>Ultimately, it is up to the new Ents team what events are run and what events aren't so there is a lot of scope for bringing new ideas and events into fruition by taking on this role. There is also a handover period, so new Ents Officers and the Ents Exec can expect significant levels of support from the previous team so that they can be brought up to speed in time to run an exciting programme of events for Refreshers' Week.</p> <p>Note that the role of Ents Executive is not linked to being a rep for clubs. It is the Ents Exec's job, together with the subcommittee, to organise bops in clubs etc but not to sell tickets on a weekly basis.</p>
Cerian Craske and Priya Kaler	Women's and Nonbinary Officers	<p>As Women's and Nonbinary Officers, we are responsible for organising International Women's Day events in college (usually a formal); distributing</p>

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Irene Jessel	Food and Beverages officer	<p>I run a survey each term and feedback to the catering team. I attend the food and bevs meeting, and pass on notices to students. In one term, I ran a vegan focus group one term as this group had a large number of comments and requests flagged up that term. As complaints and requests come in during term, I speak to the relevant members of staff, whether bar, buttery or cafe. I also attend the JCR meeting every week, which is 1 hour usually but has been known to run over! Also help with bops- usually 1-2 a term like all JCR members, and helping put with atleast 2 events in Freshers week as well.</p> <p>In terms of pet projects, I've changed one of the IPA's on tap with a tally chart in the bar that was open to all members of college, as well as designed a drink with the head barman Chris for Michelmas term.</p>
George Richmond	Male Welfare Executive	<p>The primary role of the Welfare Exec is to provide events and support to promote mental health and the welfare of students. This does also include taking responsibility for sexual health provision in college (distributing condoms, pregnancy tests etc.) when requested by students in college. In running welfare events which include yoga, massages and welfare-drop ins, you will need to organise with any external guests/service providers (like the masseurs or yoga teacher etc.) the timing of the event and their payment. The event will need to be advertised well in advance and a room will have to be organised through the college events office.</p> <p>Beyond events, you are often the first call for some students who may be feeling low, are struggling and want help with stress. You will need to listen to them with strict confidentiality (except where there is a risk to life) and if necessary direct them to appropriate support such as the college counsellor or a tutor. In providing this support you will occasionally have to work with the Senior Tutor or tutors and discuss with them support that is being provided for student welfare.</p> <p>Finally, as a member of the JCR you will be expected to attend the fortnightly meetings which are usually 1hr and update the committee on what you have been doing as welfare exec. Also the JCR runs numerous events throughout the year. Many of these need stewarding (supervision essentially – student around in case things need clearing up etc). Therefore as part of every JCR role, it is required that you work one of the Fitz Up events in the year (Freshers' Week or Refreshers' Week) and four other events, of which at least 2 or 3 will be in Freshers' Week – these will be shifts of around 3 hours and might involve stewarding a bop in the bar, a pub quiz, Fitz Sessions or doing a set up shift for Fitz Up. The Ents Executive has the final call and responsibility for administering this.</p>
Marc Foxhall	Class Act Officer	Organise Class Act socials (can be joint with access or other colleges), provide support/information to students on any class act related things (mainly info about bursary), attend JCR meetings.