**JOB DESCRIPTION**

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| **Job Title:** Junior AVS Officer | **Job Type:** Elected Officer**Pay Rate**: n/a |
| **Department:** RVCSU | **Application Deadline:** 14th February 2025 |
| **Accountable to:** SU President | **Application Form Link:**  |
| **Job summary:** The Junior AVS Officer is a two-year role, with promotion to Senior AVS Officer after the first year. The Junior AVS officer will work with the Senior AVS officer and SU team to promote events and campaigns relating to the Association of Veterinary Students. |
| **Key Duties:** * Attend two AVS meetings a year representing RVC students in discussion about topical issues
* Be a member of the AVS Sub-Committee and attend two meetings a year at BVA Headquarters\*
* Organise Sports Weekend and AVS Congress, and promote them, when it is the RVC’s turn to host\*
* Create fundraising events relevant to AVS and its goals\*
* Attend university committee meetings and RVCSU meetings, including RVCSU Council and Annual General Meeting and give timely apologies or nominate a representative if not available
* Work collaboratively with officers and SU Staff to deliver RVCSU events such as Freshers Fair, Christmas Ball and May Ball
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| **Competency:** Communication **Key tasks:*** Act as a link between the RVC, other vet schools and the AVS
* Be able to communicate effectively with the SU team and University Staff including verbally during meetings and via written communication
* Be available to respond to enquiries within a reasonable amount of time, including emails in the SU inbox and Teams communications
* Communicate to SU Staff where response times may be slow due to short term study requirements so that others can step in
* Be able to handle sensitive information and respond appropriately to any enquiries pertaining to sensitive topics
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| **Competency:** Knowledge & Experience**Key Tasks:*** Have prior knowledge and understanding of AVS and how they support veterinary students
* Be able to signpost students to relevant support services both internal and external
* Undertake training where necessary to facilitate the support and representation of students
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| **Competency:** Planning & Organisation**Key Tasks:*** Have involvement in organizing AVS events and promoting them to RVC students, as well as promoting sales of tickets for Sports Weekend and Congress
* Be able to plan on campus and off campus events, including budgeting and arranging for timely advertisement.
* Be able to manage their time effectively to balance the responsibilities of the officer role alongside their studies and other commitments
* Put forward proposals and costings for expenditure from the Central Officer Budget that will further the aims of the role
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| Flexibility: While there are no set hours for this role, the officer is expected to fit working hours around their studies, which may include evening and weekend hours to support the Students’ Union.All elected officers also have the opportunity to attend student appeals and misconduct panels as an RVCSU representative following training by the Student Resolution and Compliance Team.Throughout the year, elected officers may receive discounts on SU organized events as benefit for carrying out their role. This is at the discretion of the organizing committee and/or Trustee Board.\*obligations which are expected of the Senior AVS Officer |