

Mature Students Officer: Role Description

Responsible to:

Swansea University Students' Union membership, especially students who self-define themselves as a mature student.

Mission:

The role of this executive member is to recognise and represent the views of those students at Swansea University Students' Union executive level. It is expected the Mature Students Officer will represent the views of Mature students studying at Swansea University.

Main Duties & Responsibilities:

The Mature Students Officer role will work closely with the Full Time Officers and full time staff to help highlight, research and campaign on issues that affect Mature students across the University. It is also expected that the Mature Students Officer will arrange a Mature student's forum or network.

Furthermore, it is expected that the Mature Students Officer role will engage in the local and national issues that affect Mature students, and will attend events and meetings that relate to these issues as well as keeping up to date on issues that affect mature students in local and national government.

It is expected the Mature Students Officer will promote the message of the Union and encourage mature students to get involved in the Union.

As a member of the executive team it is expected that the Mature Students Officer will attend executive officer meetings as well as Student Forum's, at which the officer can feed back to membership.

It is expected that the Mature Students Officer will help arrange events and socials which are relevant to mature students as well as social meetings for mature students.

Swyddog Myfyrwyr Hŷn: Swydd Ddisgrifiad

Yn gyfrifol i:

Aelodaeth Undeb Myfyrwyr Prifysgol Abertawe, yn enwedig y myfyrwyr sy'n hunan-ddiffinio'n fyfyrwyr hŷn.

Bwriad:

Rôl yr aelod gweithredol hwn yw cydnabod a chynrychioli safbwyntiau y myfyrwyr hŷn ar lefel weithredol yn Undeb Myfyrwyr Prifysgol Abertawe. Disgwylir i'r Swyddog Myfyrwyr Hŷn gynrychioli barn y myfyrwyr hŷn sy'n astudio ym Mhrifysgol Abertawe.

Prif Ddyletswyddau a Chyfrifoldebau:

Rôl y Swyddog Myfyrwyr Hŷn yw cydweithio'n agos â'r Swyddogion Llawn-amser a staff yr Undeb i dynnu sylw at, ymchwilio i ac ymgyrchu dros faterion sy'n effeithio ar fyfyrwyr hŷn yn y Brifysgol. Disgwylir hefyd i'r Swyddog Myfyrwyr Hŷn drefnu fforwm neu rwydwaith ar gyfer myfyrwyr hŷn.

Ar ben hyn, disgwylir i'r Swyddog Myfyrwyr Hŷn ymgysylltu â materion lleol a chenedlaethol sy'n effeithio ar fyfyrwyr hŷn, mynychu digwyddiadau a chyfarfodydd sy'n ymwneud â'r materion hyn, a gwybod am faterion cyfoes y llywodraeth lleol a cenedlaethol.

Disgwylir i'r Swyddog Myfyrwyr Hŷn hyrwyddo neges yr Undeb ac annog myfyrwyr hŷn i gymryd rhan mewn gweithgareddau'r Undeb.

Fel aelod o'r tîm gweithredol, bydd y Swyddog Myfyrwyr Hŷn yn mynychu cyfarfodydd y swyddog gweithredol a fforymau myfyrwyr, lle gall y swyddog rhoi adborth i'r aelodaeth.

Disgwylir i'r Swyddog Myfyrwyr Hŷn helpu trefnu digwyddiadau sy'n berthnasol i fyfyrwyr hŷn, yn ogystal â chyfarfodydd cymdeithasol i fyfyrwyr hŷn.

