**WOMEN’S OFFICER**

**ELIGIBILITY TO STAND**

To stand for the position of Women's Officer within PLEXUS you must satisfy all the following criteria:

1. Be a Full Member of PLEXUS prior to the announcement of nominations
2. Be a registered student of the Open University
3. Self-define as a woman as their gender

**OVERVIEW OF ROLE**

PLEXUS was created in August 2016 by a group of individuals who recognised that there was a vacancy for a safe space for the LGBT+ community within the Students Association and a space where LGBT+ students could access support throughout their studies.

PLEXUS is led by a team of student Officers, who are elected every two years by the Full Members of PLEXUS.

The Women's Officer is responsible for ensuring PLEXUS provides a positive experience for LGBT+ women. The Women’s Officer will also lead on activity that provides support to the PLEXUS membership. Furthermore, the Women’s Officer will lead the Caucus Representatives ensuring the overall voice of PLEXUS is heard.

**ESSENTIAL FOR ROLE**

The Women's Officer should be passionate about representing OU Students whether this be online or face-to-face. The Women's Officer should have knowledge of the LGBT+ community, particularly women’s representation.

**MAIN RESPONSIBILITIES**

The Women's Officer will deliver on the following areas:

1. Represent LGBT+ Women within the Group ensuring their views and opinions are expressed at the highest level of the Group
2. Work with the Equalities & Support Officer to ensure there is a pathway for support needs of LGBT+ Women
3. Work with the Campaigns Officer to ensure that campaigns feature women’s rights and equalities, in particular equal rights and safer sex
4. Engage with the Vice-President Equal Opportunities and Vice-President Student Support enabling the members to gain support and ensure LGBT+ women are recognised across the OU
5. Manage the Caucus Representatives encouraging them to be proactive within their threads on the forums and social media platforms.

**DESIRED SKILLS**

PLEXUS (LGBT+ Group) are affiliated to the OU Students Association to provide an avenue of support to LGBT+ students and allies of the LGBT+ Community. PLEXUS welcomes members of the alumni and staff members of the Open University. For more information visit [www.ouplexus.co.uk](http://www.ouplexus.co.uk)
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- Good communication skills
- Ability to work independently and as part of a team
- Good networking skills
- Passionate about student representation and the mission and aims of PLEXUS
- Willingness to engage with new and existing students

SUPPORTED BY

The Women’s Officer will primary work alongside the Equalities and Support Officer, but also work co-creatively and collaboratively with their fellow committee members and Student Support staff team who are based in Milton Keynes. You will be in regular contact with all parties via email and hold/contribute to virtual meetings and face-to-face when possible.

EXPECTATIONS OF THE PLEXUS MEMBERSHIP AND OU STUDENTS ASSOCIATION

- To act professionally whilst in the role
- Successfully implement the Constitution of PLEXUS
- Respect the views and opinions of others
- Represent PLEXUS in a positive manner
- Behave in a manner that respects the Constitution and by-laws of the Students Association, including our commitment to Equality and Diversity

IN RETURN, THE WOMEN’S OFFICER CAN EXPECT

- Support from the Chair of PLEXUS
- Access to networking opportunities and events delivered by the Open University and the OU Students Association
- Induction and appropriate training deemed necessary for your role
- A handbook detailing the services available within the Association, policies, support structures and general information.
- Develop transferable skills and confidence
- Network opportunities, internally and externally
- Meet other students and have fun

TIMESCALES

- This role will run from 1st January 2018 until 31st December 2019.