



THE UNIVERSITY
of EDINBURGH

Edinburgh Una Europa Student Network

2025/26 - 2026/27

To apply for any of the volunteer roles below, please visit:

<https://global.ed.ac.uk/regional-engagement/europe/key-strategic-partners/una-europa/student-network>

President (1 post)

- **Role Overview:** As President, you will lead the Una Europa Student Network, shaping its strategy and overarching objectives. Your leadership will steer the network's presence and effectiveness on campus.
- **Responsibilities:**
 - Develop and propose innovative ideas for network activities aligned with organisational goals.
 - Coordinate the planning and execution of student-oriented initiatives.
 - Oversee all student-led initiatives, ensuring activities are carried out smoothly and effectively.
 - Maintain active communication with both internal stakeholders (students and staff) and external partners across other Una Europa universities, as required, to facilitate collaboration and project success.
 - Represent the network at institutional events and meetings, providing leadership and visibility.

Co-President (1 post)

- **Role Overview:** Support the President in managing the Student Network's initiatives and strategic execution.

- **Responsibilities:**

- Assist in organising and managing bi-monthly network meetings, including agenda setting and chairing discussions.
- Collaborate closely with the President to oversee the planning and delivery of student network activities.
- Co-manage various projects, ensuring they align with the Student Network's goals and are delivered effectively.
- Step into the President's role in their absence, ensuring continuity of leadership and decision-making.

Treasury (1 post)

- **Role Overview:** Manage the financial health and compliance of the Una Europa Student Network.

- **Responsibilities:**

- Track and maintain accurate records of all network budget transactions.
- Ensure all financial practices adhere to EUSA (Edinburgh University Students' Association) requirements.
- Regularly report on financial status to the network committee and prepare annual financial statements as required.
- Identify and lead initiatives to secure funding through grants or other funding opportunities, enhancing the financial resources available to the network.

Secretary (2 posts)

- **Role Overview:** Facilitate the efficient administration of the Student Network's meetings and activities.

- **Responsibilities:**

- Compile, distribute, and archive detailed minutes of all meetings and action items.
- Manage and keep updated the calendar of network activities, ensuring all members are informed of upcoming events and deadlines.
- Provide administrative support in organising network events and activities.
- Serve as a point of contact for queries regarding meeting schedules and organisational documents.

Undergraduate Student Representative (3 posts – one per College)

- **Role Overview:** Act as a bridge between undergraduate students in your specific College and the Una Europa Student Network.

- **Responsibilities:**
 - Gather and represent undergraduate student opinions and interests at network meetings.
 - Promote network initiatives within the College to foster engagement and participation.
 - Facilitate communications between the Student Network and the wider UoE student community to ensure that activities benefit as many undergraduate students as possible.
 - Identify opportunities for profile-raising for the Una Europa Student Network in your College, such as open events or Welcome talks, and opportunities for joint initiatives.

Postgraduate Student Representative (3 posts – one per College)

- **Role Overview:** Advocate for postgraduate students' interests and enhance their engagement with the Una Europa Student Network.
- **Responsibilities:**
 - Represent postgraduate perspectives in network activities and decisions.
 - Facilitate effective communication channels between postgraduate students, network management, and other stakeholders.
 - Encourage active participation in network events and collaborative opportunities.
 - Coordinate initiatives aimed at addressing the specific needs and interests of postgraduate students within the network.

Event Coordinator (2 posts)

- **Role Overview:** Lead the planning, organisation, and execution of engaging and impactful events for the student community.
- **Responsibilities:**
 - Design, plan, and execute a variety of events ranging from workshops to social gatherings, aligning them with the network's objectives.
 - Coordinate logistics, venue bookings, schedules, and event promotion.
 - Monitor event outcomes and participant feedback to continually improve engagement strategies.
 - Work collaboratively with other network roles, such as the Communications and Marketing Officer(s), to ensure comprehensive event coverage and support.

Communications and Marketing Officer (2 posts)

- **Role Overview:** Drive effective communication strategies to promote the Una Europa Student Network's activities and enhance its visibility.

- **Responsibilities:**

- Develop and manage content for various communication channels including social media, newsletters, and the Student Network's EUSA page.
- Design marketing materials and campaigns to promote events and key initiatives.
- Identify opportunities for profile-raising and promotion to the wider student community in Edinburgh.
- Track analytics and generate reports on the reach and impact of communication efforts.

Student Representative (unlimited)

- **Role Overview:** Represent the broader student body within the Una Europa Student Network, contributing to discussions and developments of student-focused initiatives.

- **Responsibilities:**

- Actively participate in network meetings and project teams, providing insights and feedback from the student community.
- Collaborate with fellow members on various projects, ensuring student interests are well-represented.
- Engage with your peers to gather opinions and foster a greater connection between students and the network.
- Assist in the execution of network activities and events, promoting student engagement.