

**Stand. Vote. Lead.**

**SU Elections.**

# **Job Pack**

## **President**

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# More than a job.

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Royal Holloway Students' Union (RHSU) exists for one simple reason: to make student life better at Royal Holloway. It's this vision that guides everything we do as an organisation and we firmly believe that with the right people and a commitment to our values we can deliver huge change on campus.

And that's where you come in. As a candidate for the role of President you've taken the first step towards leading a registered charity with a turnover of over £5m - just let that sink in for a moment.

If successful in your campaign you'll be the Chair of the Board of Trustees, sit on the highest decision making committee at Royal Holloway, College Council and you'll be the figurehead of the Students' Union, leading on key campaigns and projects.

Day-to-day you'll spend time studying high level papers that will directly impact the lives of students on campus, be out and about speaking to students about what they want to see happen at Royal Holloway and ensure that the Union is delivering its strategic objectives.

You'll also find your social calendar exploding with opportunities to attend a whole range of student group events, networking dinners and awards ceremonies to name just a few.

But you won't be alone in delivering all of this. You'll have the full support of the Students' Union's staff team behind you and you'll be able to lean on the considerable experience that exists here (quite a number of the team were officers before joining us).

And perhaps most importantly is the team spirit you'll build with your fellow Sabbatical Officer team who will be standing alongside you every step of the way.

# A little bit about us.

**3000+**

STUDENTS ACTIVELY ENGAGED  
WITH OUR CLUBS AND SOCIETIES

LAST YEAR WE PAID OUT  
**£303,448**  
IN STUDENT SALARIES



**EGHAM IS  
OUR HOME**

**350+** STUDENT  
STAFF

**48** PERMANENT  
STAFF

WORKING TOGETHER TO DELIVER  
OUR SERVICES TO STUDENTS

**25.3%**

TURNOUT IN OUR 2017 SU ELECTIONS  
A RECORD FOR THE STUDENTS' UNION



**3.5 HOT DRINKS  
A DAY DRUNK BY  
OUR STAFF...**

AS PART OF OUR  
FREE COFFEE SHOP  
SCHEME



**91% OF RESPONDENTS AGREED THAT THEY WOULD  
WHOLEHEARTEDLY RECOMMEND THIS ORGANISATION  
AS A GOOD PLACE TO WORK\*. FURTHER TO THIS:**

**91%** OF STAFF BELIEVE THAT THE LEADERSHIP  
GROUP IS TAKING US IN THE RIGHT DIRECTION.

**88%** TRUST AND RESPECT THE LEADERSHIP GROUP  
IN THIS ORGANISATION.

**88%** BELIEVE THE ORGANISATION ENCOURAGES  
THEM TO LEARN AND DEVELOP THEIR POTENTIAL.

**91%** AGREE THAT THE ORGANISATION HAS STRONG  
VALUES AND OPERATES TO HIGH ETHICAL STANDARDS.

\*In our most recent all staff survey, conducted in February 2017 and achieving a 60% response rate

# What's involved.

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If you are successfully elected by your fellow students you'll serve full-time in your role for one academic year – either as a “sabbatical” period (taking a break from your studies), or after graduating.

To do so, Sabbatical Officers receive a full salary of £23,612 p.a. during their time in office as employees of the Students' Union.

Each Sabbatical Officer has two related roles they must fulfil:

1. **President or Vice-President:** acting as a leader and representative of students. This often involves working with other organisations (such as the College) to make sure they make decisions in the best interests of students.
2. **Trustee:** sitting as a member of the Students' Union's Board of Trustees (in the case of the President – chairing it), which oversees the strategic direction, financial stability and legal/reputational risks of the organisation.

The role of each sabbatical officer carries with it different responsibilities. You can read more about the specific duties of each position in the detailed job description below, but they all share broad duties which include:

## As a President or Vice President

- Represent student views to the Students' Union, University and external stakeholders.
- Contribute to, and influence the College's strategy both through committee activity and more informal meetings with key staff, to ensure that student interests are effectively represented.
- Work closely with the other Sabbatical Officers on priority campaigns.
- Lead and facilitate student engagement with Committees and Councils (Education, Equalities and Student Opportunities).
- Provide support for and help organise student-led campaigns on campus.

# As a Trustee

- Ensure the Students' Union has a focussed strategy and is working towards clear targets.
- Ensure the financial stability and sustainability of the organisation.
- Ensure the organisation complies with its constitution, relevant charity law, and other pieces of legislation such as the Education Act 1994.

# Jargon Buster.

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## Manifesto

A document outlining the aims of the candidate, including policies and goals for their year in office.

## Sabb/Sabbatical Officer

One of the five officer positions (President, VP Sports, VP Education etc.) that you can run for. Each officer holds their job position for one year, or two if they run for re-election and are successful. They lead on the Union's campaigns, sit on important college committees, and are a big part of the decision making process within the SU. They are also trustees of the Students' Union and sit on the Board of Trustees.

## Ex Officio

Certain roles are automatically given membership of councils and committees due to the role/position they hold. An example of this is that the President and College Principal are ex officio members of College Council.

## Hustings

A form of interview or debate for candidates. This often takes shape in the form of a Question Time event, held during the voting period, ours is on 22 February.

# Key information.

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## Hours of work:

Full-time, working 35 hours per week Monday – Friday (with commitment required to work outside regular working day on occasions as required)

## Contract:

Fixed term contract starting on 25 June 2018 and ending on 12 July 2019 (with option to stand for one further year)

## Duties and Responsibilities:

- Be responsible for increasing participation in the democratic structures of the Union and take overall responsibility for campaigns.
- Be responsible for coordinating the work of the Officer Group and act as the lead ambassador for RHSU with external stakeholders.
- Be responsible for leading on formal complaints investigations should they arise.
- Lead on the democratic processes of the Students' Union.
- Lead on large development projects for the Students' Union.
- Champion our engagement with national politics.
- Chair the Board of Trustees, and other subcommittees as required.
- Chair All Student Meetings and the Annual General Meeting.
- Attend National Union of Students' Conferences as a delegate, ex officio.
- Attend College Council, ex officio.

# Salary: £23,612

\*per annum (inclusive of London Allowance)

## Benefits.

- 22 days holiday, plus bank holidays and an extra seven days off at Christmas
- Birthday off work (if it falls on a weekday)
- Pension scheme
- Free hot and cold drinks from Tommy's Kitchen in term-time
- Half day Fridays during the eight week summer break
- Opportunity to develop key leadership and negotiation skills, whilst acting to deliver positive impact on the experience of more than 9000 student members.

## Training.

- Full RHSU induction period (26 June – 7 July)
- Summer training courses provided by NUS
- Access to University training programme
- Role specific learning and development opportunities.

## Key Dates.

- Start date: 25 June 2018
- Induction: 25 June - 6 July 2018 - Compulsory



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**#RHVotes**

**[su.rhul.ac.uk/elections](https://su.rhul.ac.uk/elections)**

**RH  
SU**