

# **SU Elections.**

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**Job Description:**  
**President**



# WELCOME.

**Royal Holloway Students' Union (RHSU) exists for one simple reason: to make student life better at Royal Holloway. As a registered charity with a turnover of approximately £6m, it employs nearly 50 permanent staff and over 400 student staff, delivering a range of services from bars, shops, an advice centre, sports clubs, societies, media groups and supporting academic reps and campaigners.**

The organisation is led by four elected student leaders (known as the sabbatical officers): the President, Vice President Education, Vice President Societies & Sport, and Vice President Wellbeing & Diversity.

Those who are successfully elected by their fellow students serve full-time in their role for one academic year – either as a sabbatical period (taking a break from their studies), or after completing their studies. To do so, sabbatical officers receive a full salary during their time in office as employees of the Students' Union.

# RESPONSIBILITIES.

**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 Executives (Education; Wellbeing, Community and Diversity; and Societies, Sports & 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.

# DETAILS.

**Position:** Sabbatical Officer Trustee

**Start date:** 26 June 2023

**Hours of work:** Full-time, working 35 hours per week Monday – Friday. Some unsociable hours including weekend work may be required at times.

**Contract:** Fixed term contract starting on 26 June 2023. End date TBC (with option to stand for one further year).

**Job Shadowing:** Before taking up office there will be opportunities to shadow the current officer team and gain further understanding of how the Students' Union operates through voluntary training.

**Induction:** 26 June – 7 July, (compulsory)

**Graduations:** 10 – 17 July (expected to attend some ceremonies)

**Salary:** £28,098 per annum (Starting salary, subject to an inflationary pay award)

**Benefits:**

- 22 days holiday, plus bank holidays and extra days off at Christmas for a total of 37 days off a year
- Birthday off work (if it falls on a weekday)
- Pension scheme - The Students' Union's pension scheme is NEST (National Employment Savings Trust) with a 3% contribution from the Union

- Free TOTUM card
- Opportunity to develop key leadership and negotiation skills, whilst acting to deliver positive impact on the experience of more than 11,000 student members
- Free tickets to Summer Ball for you and your friends
- Free parking on campus
- A ride to work scheme
- Season ticket loan scheme
- Secure an accommodation place in halls of residence during your time as an officer
- Free eye tests and glasses (up to a maximum of £50)
- Free flu jab
- Free soft drinks and filter coffee from Tommy's Kitchen on production of your staff card.
- Employee assistance programme giving unlimited, free, 24 hour access to a qualified counsellor via the phone
- Reduced price gym membership at the campus sports centre

**Training:**

- Full RHSU induction period
- Summer training courses provided by the National Union of Students (NUS)
- Access to University training programme
- Role-specific learning and development opportunities

## >> THE PRESIDENT WILL:

- Be responsible for increasing participation in the democratic structures of the Union and take overall responsibility for campaigns
- Deputise for the VP Education on matters relating to education, teaching quality and the learner experience
- Be (jointly) overall responsible for developing the Union's work supporting student groups, with specific responsibility for student media, acting as Supervising Trustee for student-led media
- Be responsible for coordinating the work of the Officer Group and act as the lead ambassador for the Union with external stakeholders
- Chair the Board of Trustees, and other subcommittees as required
- Attend NUS Conferences as a delegate, ex officio, to represent Royal Holloway students nationally
- Attend College Council ex officio, and other appropriate committees of the College relating to the wider student experience



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