

SU Elections.

JOB DESCRIPTION:

PRESIDENT.

WELCOME.

Royal Holloway Students' Union exists for one simple reason: to make student life better at Royal Holloway. As a registered charity with a turnover of approximately £5m, it employs nearly 50 permanent staff and over 350 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 five elected student leaders: the President, Vice President Education, Vice President Societies & Media, Vice President Sport, and Vice President Welfare & Diversity.

Those who are successfully elected by their fellow students serve full-time in their role for a 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.

A BIT ABOUT US

3000+

STUDENTS ACTIVELY ENGAGED WITH OUR CLUBS AND SOCIETIES

**LAST YEAR WE PAID OUT
£731,481
IN STUDENT SALARIES**



**EGHAM IS
OUR HOME**

**350+ STUDENT
STAFF**

**48 PERMANENT
STAFF**

**WORKING TOGETHER TO DELIVER
OUR SERVICES TO STUDENTS**

28%

**TURNOUT IN OUR 2018 SU ELECTIONS
A RECORD FOR THE STUDENTS' UNION**



**1882 BURGERS
DEVoured IN
TOMMY'S KITCHEN
DURING FRESHERS'
FESTIVAL...**

GOT BUNS, HUN.



**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.**

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.

>> 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.

DETAILS.

Position: Sabbatical Officer Trustee

Start date: 1 July 2019

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 1 July 2019 and ending on 17 July 2020 (with option to stand for one further year)

Induction: 1 - 12 July, compulsory

Graduations: 13 – 17 July

Salary: £24,084 per annum (inclusive of London Allowance and with cost of living increase on 1 August 2019)

Benefits:

- 22 days holiday, plus bank holidays and an extra 7 days off at Christmas
- Birthday off work (if it falls on a weekday)
- Pension scheme
- Free Totum card
- Opportunity to develop key leadership and negotiation skills, whilst acting to a deliver positive impact on the experience of more than 9000 student members.

Training:

- Full RHSU induction period (1 July - 12 July)
- Summer training courses provided by 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.
- 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.

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