

**SU Elections.**

**JOB DESCRIPTION:**

**VP SOCIETIES  
AND MEDIA.**

# 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 VP SOCIETIES & MEDIA WILL:**

- Have joint overall responsibility for developing RHSU's work in supporting student groups, with specific responsibility for societies, media outlets and Raise and Give.
- Hold regular meetings with societies and media outlets to help improve their experience.
- Work with the elected Student Opportunities Committee to mutually support campaigns and events.
- Lead on campaigns that seek to improve the student experience and provide more inclusive activities on campus.
- Aid in the running of Student Opportunities Councils where students can submit motions and raise concerns.
- Work with the University to secure adequate spaces for student groups to use.
- Act as the Supervising Trustee in relation to the Student Media Outlets (Insanity, rhubarbTV and Orbital).
- Attend appropriate committees of the College relating to the wider student experience.

**SU Elections.**



**@SURHUL**  
**SU.RHUL.AC.UK**