RHSU

leadership elections

job description:

VP Education

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Royal Holloway Students' Union (RHSU) exists to make student life better at Royal Holloway. As a registered charity with a turnover of approximately £6m, it employs over 50 permanent staff and up to 250 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 Wellbeing & Diversity and Vice President Societies & Sport.

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.

Details of the Job:

Position: Sabbatical Officer Trustee

Start date: 28 June 2027 (Must be available to attend Board of Trustees on 17 June 2027)

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 28 June 2027. End date 30 June 2028 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: 28 June – 9 July 2027, compulsory

Salary: £34,342 per annum

The Vice President Education will:

- Be overall responsible for matters relating to education, teaching quality and the learner experience
- Be responsible for developing the academic representation structure of the University, embedding it within the Students' Union's own democratic structures
- Be (jointly) overall responsible for developing the Union's work supporting student groups, with specific responsibility for academic communities
- Attend Academic Board ex officio, and as appropriate other academic Committees of the University.
- Act as Deputy President
- Attend NUS Conferences as a rep, ex officio, to represent Royal Holloway students nationally
- Attend University Council, ex officio

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 University) 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, 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 Vice President

- Represent student views to the Students' Union, University and external stakeholders.
- Deliver on assigned Priority 8 goals with the support of Students' Union and University staff.
- Contribute to, and influence the University'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.
- Engage with students and convene democratic forums as needed.
- 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.

What is expected of you:

- The ability to take ownership of your work and fulfilling the expectations outlined in the role's responsibilities
- The ability to communicate respectfully and professionally with colleagues, in person and writing
- The ability to demonstrate professionalism and the ability to work constructively in the office environment
- The ability to effectively work with a range of stakeholders including students, Students' Union staff and University staff
- An understanding and adherence to the Trustee Code of Conduct

Benefits:

- 22 days holiday, plus bank holidays and extra days off during winter closure - total of 37 days off a year
- Birthday off work
- Pension scheme - The Students' Union's pension scheme is NEST (National Employment Savings Trust) with a 3% contribution from the Union
- Opportunity to develop key leadership and negotiation skills, whilst acting to a deliver positive impact on the experience of more than 12,000 student members
- Free tickets to Summer Ball for you and a +1 during your Sabb year.
- Free parking on campus (where applicable)
- A cycle to work scheme
- Season ticket loan scheme
- Health Cash Plan & Gym Discounts
- Employee assistance programme giving unlimited, free, 24 hour access to a qualified counsellor via the phone
- Staff price gym membership at the campus sports centre

Training:

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

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