

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 £6m, it employs nearly 50 permanent staff and over 350 student staff, delivering a range of services including bars, the Union Shop, the 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 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 LITTLE BIT ABOUT US.

£731,481

PAID TO STUDENT
STAFF, PUTTING
MONEY STRAIGHT
BACK INTO THEIR
POCKETS

WHICH HELPED US TURNOVER

£6 MILLION

(QUITE A LOT OF MONEY)

OUR TEAM IS
MADE UP OF

450

STUDENT STAFF

50

PERMANENT STAFF

WE SPENT

£1.6 MILLION

DELIVERING OUR CHARITABLE
SERVICES, ACTIVITIES AND
REPRESENTATION FOR STUDENTS

OUR 2019 STAFF SURVEY FOUND:

89%

WOULD RECOMMEND THIS
ORGANISATION AS A GOOD
PLACE TO WORK

96%

AGREE THAT
COLLEAGUES TRUST AND
RESPECT EACH OTHER

100%

AGREE THEY ARE TREATED
WITH FAIRNESS, RESPECT
AND DIGNITY AT WORK

93%

AGREE THEIR
MANAGER TRUSTS AND
RESPECTS THEM

93%

BELIEVE THAT THE LEADERSHIP
GROUP ARE TAKING US
IN THE RIGHT DIRECTION

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 Executives (Education, Wellbeing, Community and Diversity, and Sports and Societies).
- 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: 29 June 2020

Hours of work: Full-time, working 35 hours per week
Monday – Friday (with commitment required to work outside regular working days on occasion as required)

Contract: Fixed term contract starting on 29 June 2020 and ending on 16 July 2021 (with option to stand for one further year)

Induction: 29 June – 10 July, compulsory

Graduations: 13 – 17 July

Salary: £24,854 per annum (inclusive of London Allowance and with cost of living increase on 1 August 2020)

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 deliver positive impact on the experience of more than 10,500 student members

Training:

- Full RHSU induction period (29 June – 10 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.
- To 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 National Union of Students' conferences as a delegate, ex officio.
- Attend College Council ex officio, and other appropriate committees of the College relating to the wider student experience.

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@SURHUL / SU.RHUL.AC.UK