

President of Union Affairs

As the President of Union Affairs, you will work closely with the Association Executive and the Union staff team to ensure that the future of the Students' Association is determined in line with student need. You will funnel student opinion into decision making around the sustainability of the Association, as well as ensuring the democratic needs of the organisation are met. You'll work in close partnership with the University to ensure the voices of the student body are included in decision making.

Specific Responsibilities

- Be jointly accountable, alongside the Chief Executive, for matters relating to the strategic direction of the Union and its sustainability
- Have oversight of the development of the commercial services of the Union, providing input on the services and activities on behalf of the student body
- Have oversight of the democratic functions of the Union
- Chair the Association Executive, working closely with its members to ensure the Student Representative Council and its Forums are proactively engaged in the development of the Union.
- Fulfil the duties of a student member of University Court and an observer to Planning and Resources Committee of Court
- Be an active member of relevant committees within the Students' Association, the University, and elsewhere.
- Act as an Officer Trustee to the Students' Association Board and the duties that come with this.
- To act as the liaison between the Union and Rector with regards to student issues.
- To attend meetings of the Community Council to represent students within local government.

General Responsibilities

- Shall work collaboratively as part of the Association Executive team, to be collectively responsible for the political leadership of the Students' Association.
- Shall work full-time and represent the interests of students to the University of St Andrews.
- Shall meet regularly with university leadership and committees.
- Shall serve as a member of the SA Board as a Director of the Corporate Trustee of the Students' Association, together with your fellow Executive Officers.

- Shall ensure the Association is ethical, financially sustainable, and environmentally friendly.
- Shall share the responsibility of communicating with the student membership, keeping all our members informed about the work of the Executive Officer team as well as the Union’s services for its members.
- Shall work collaboratively with the staff team within the Students’ Association to further the mission and goals of the organisation.
- Shall fulfil their role as outlined in the role description and to support wherever necessary other student officers in the fulfilment of their roles.
- Shall act as an ambassador for the St Andrews student community.
- Shall lead on the implementation of Union policies, Laws, Standing Orders, relevant to their role.

Memberships

The below membership outlines some of the meetings this role is expected to attend as part of their representational duties. Other meetings are confirmed annually in July/August in collaboration with the University.

University Court	Member	4 meetings per year, plus 2 day away day annually
Senate	Member	4 meetings per year
Planning and Resources Committee	Member	4 meetings per year

Details of the job

Position: Executive Officer and Officer Trustee

Start Date: Approx. 7 July 2025

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 7 July 2025. End date July 2026 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’ Association operates through voluntary training

Induction: Full induction and training is given for the post across the summer period

Salary: 3.14 of the University pay scales. Currently £25,448