

July-June, full-time Sabbatical Officer

KEY RESPONSIBILITIES

As Director of Events and Services (DoES), you will lead in planning and implementing the Association's entertainment schedule, whilst playing a key strategic role in commercial services. You will work for students, with the aim of providing excellent commercial services, and events that they will always remember. You will fulfil the role of a trustee of the Students' Association, responsible for overseeing all of its functions as a charity, and representing students.

SPECIFIC DUTIES

- Have overall responsibility for the organisation of entertainments and events, including Freshers' Week, Refreshers' Week, Graduation Ball, and weekly events in the Union building.
- Act as a promoter for all Association events, or nominate a student to that effect.
- Work closely with the Design and Marketing Manager to ensure that events and services are suitably publicised
- Liaise with external bodies, including the University, on events and issues relating to commercial services.
- Have overall responsibility for bookings in Association venues.
- Provide input on Association commercial services and activities, on behalf of the student body.
- Develop a strategic overview of commercial services, alongside the Operations Manager.
- Attend meetings of the Students' Association Board, and the Governance, Nominations, and Staffing committee.
- Lead on issues concerning membership, including member discipline, as chair of the Discipline Committee.
- Act as line manager to the Entertainments Committee (Ents), Broadcasting Committee (STAR), Design Team, Music Fund, Arts Festival (OTR), and Performing Arts Committee (Mermaids).
- Work collaboratively with the other sabbatical officers as part of a close team.

FURTHER DETAILS

- Specific hours are not prescribed for Sabbatical Officers. Instead, Sabbatical Officers will be expected to manage their own workloads to ensure that they are completing their duties. This may include evening or weekend work. The expectation of the Board is that Sabbatical positions will not normally require more than 40 hours per week on average.
 - Additional details regarding sabbatical workload, annual leave, and scheduling are available upon request (email unionhr@)
- Remuneration for this role in 2023-24 is currently under review; for 2022-23 the role was paid £20,130 per annum.
- You will be expected to work full time in June as part of the handover process, before officially assuming your role on 1st July. You will be paid for this additional month.
- Sabbatical officers are registered as students with the University, and remain exempt from council tax in Fife. Sabbatical Officers do not pay tuition fees.

USEFUL SKILLS AND CHARACTERISTICS

- Experience organising events, especially in the Union building and in collaboration with Ents Crew.
- Dedicated to improving the extracurricular student experience.
- Problem-solving approach.
- Market awareness.
- Flexible and responsive.
- Organised, with good time management skills.
- Strong leadership and teamwork skills.