

July-June, full-time Sabbatical Officer

KEY RESPONSIBILITIES

As Director of Student Development and Activities (DoSDA), you will lead and support the wide range of societies and subcommittees within the Association. You will work with students and staff to provide an exceptional student experience, including the development of volunteering, entrepreneurship, employability, and graduate attributes. You will undertake representational duties on a range of University committees, including the Entrepreneurial Education Working Group, and the Anthony Tudor Fund. You will fulfil the role of a trustee of the Association, responsible for overseeing all of its functions as a charity, and representing students.

SPECIFIC DUTIES

- Act as line manager to the Societies, Charities, Environment, Performing Arts (Mermaids), Debating (UDS), Volunteering (SVS), and Postgraduate subcommittees.
- Work with the SRC Employability Officer on issues concerning employability, graduate attributes, and skills development.
- Work with the PG Development Officer on issues related to PG skills development.
- Liaise with the Careers Centre and the Entrepreneurship Centre to organise Careers Week.
- Attend meetings of the Student Experience Strategic Management Group, and associated subgroups.
- Liaise with CEED to organise the Enterprising Mind of the Year Award.
- Promote volunteering and volunteer recognition as chair of the University Student Volunteering Operations Group. Liaise with CEED and Saints Sport to oversee the Volunteering and Graduate Attributes Portals.
- Represent student views as chair of the Museums Student Advisory Panel, and as a member of the University Museums Strategic Board.
- Lead and support the SRC Societies Officer, providing assistance to affiliated societies and other student groups, and ensuring that all affiliated groups are aware of, and fulfil, their legal responsibilities.
- Have responsibility for the Student Project Fund, and liaise with project organisers.
- Promote and support the allocation of grants for Employability, Society Activity, Performing Arts, and Music.
- Act as a point of contact for any member, or group of members, looking to become involved with activities through the Association.
- Work with the SRC Postgraduate Officer to provide activities and balls for postgraduate students, including throughout summer.
- Liaise with the DoES to organise pre-sessional student activities, and have overall responsibility for organising Freshers' Fayre and Refreshers' Fayre
- Have responsibility for arranging Honorary Life Memberships and other awards.
- Have responsibility for organising external activities not covered by other sabbatical remits, including University Challenge trials.
- Liaise with Association staff, especially the Management Accountant, and the Design and Marketing Manager.
- Attend meetings of the Byre Management Board alongside the Performing Arts Officer.
- Sit on a range of Association committees, including Councils, Discipline Committee, and Health and Safety Committee.
- Attend meetings of the Association Board, and the Finance, Audit, and Risk committee.
- Work collaboratively with the other sabbatical officers as part of a close team

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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 interacting with the Societies Committee, or an Association subcommittee.
- Dedicated to improving the student experience.
- Interest in student employability and skills development.
- Able to handle confidential information.
- Problem-solving approach.
- Flexible and responsive.
- Organised, with good time management skills.
- Strong leadership and teamwork skills