

July-June, full-time Sabbatical Officer

KEY RESPONSIBILITIES

As Director of Wellbeing and Equality (DoWell), You will have responsibility for leading the representation of St Andrews students on welfare and equality issues. You will coordinate the efforts of elected student representatives across the University and work closely with students and staff to ensure effective student representation at the University of St Andrews. You will undertake your own representational duties over a wide range of University (such as the Central EDI Committee, Equally Safe Committee, Mental Health Task Force, Community Safety Group, Student Mental Health Agreement Steering Group, One St Andrews Steering Group and more) and Association committees (Such as the Students' Representative Council, Equality Committee, Wellbeing Committee, LGBT+ Committee, BAME Committee, Disability Committee, SGBV Forum, and more), and work with the Association President to contribute to national lobbying and representation. You will lead and contribute towards policy within both the University and the Students' Association. You will be the main point of contact for several university service units including Human Resources and Student Services. In addition, you will fulfil the role of a student trustee for the Association, responsible for overseeing all its functions as a charity representing St Andrews students.

SPECIFIC DUTIES

- Take a lead role in the development of university/union policy in the areas of welfare and equality
- Support, lead, and advise student representatives including the LGBT+ Officer, Disability Officer, Gender Equality Officer, BAME Officer, Student Health Officer, Widening Access and Participation Officer, and Lifelong and Flexible Learners Officer.
- Organise and lead campaigns on student health, welfare, and equality.
- Alongside the other sabbatical officers, take responsibility for researching and responding to consultation documents relating to higher education, and for national representation of St Andrews students.
- Participate in the University's internal quality assurance and enhancement procedures.
- Be an active member of relevant committees within the Students' Association, the University, and elsewhere.
- Provide representation for students on Student Services Hiring Panels.
- Support endeavours promoting safety during University traditions such as Raisin and May Dip.
- Work in close cooperation with relevant members of Association staff, including the Wellbeing and Equality Coordinator, Student Advocate (Education), Design & Marketing Officer, General Manager, and administrative staff to ensure effective student representation.
- Fulfil the duties of a charity trustee and attend the meetings of the Students' Association Board (SAB) and convene the Governance, Nominations, and Staffing (GNS) Subcommittee.

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.

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USEFUL SKILLS AND CHARACTERISTICS

- Dedication
- Flexibility
- Leadership, management, and teamworking skills
- Excellent verbal and written communicator
- Able to quickly master complex issues
- Committed to student democracy and representation
- Responsiveness
- Able to handle confidential information