

# Director of Wellbeing & Equality – Elections Pack

## Line Management Responsibilities

The DoWell line manages the following councillors and subcommittees:

- Gender Equality Officer
- Widening Access and Participation Officer (w/ President)
- International Students' Officer
- BAME Officer and the BAME Students' Network
- LGBT+ Officer and Saints LGBT+
- Disability Officer and the Disabled Students' Network
- Student Health Officer and the Wellbeing Committee
- Lifelong and Flexible Learners Officer and the Lifelong and Flexible Learners Forum (aka Lifers)

The DoWell also jointly manages or sponsors the following groups with the University:

- Interfaith Steering Group (w/ Chaplaincy)
- StAnd Together (w/ Student Services)
  - Got Consent?
  - Got Support? (aka Peer Support Network)
  - Got Limits?

The DoWell also convenes and chairs the Equality Committee.

## A Week's Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.30am							
9.00am	Emails & Admin					Weekends will often have meetings with student groups/councillors who couldn't make time between classes, helping organise events in the Union, or working on project work/emails/papers that couldn't be fit into the working week.  Most weekends I work 6-ish hours, but some have less and some have more work.	<div style="background-color: #f8d7da; padding: 2px;">Breaks</div> <div style="background-color: #fff3cd; padding: 2px;">Bits of Work</div> <div style="background-color: #d4edda; padding: 2px;">One-Off Meetings</div> <div style="background-color: #d1ecf1; padding: 2px;">Regular Meetings</div>
9.30am							
10.00am		Huddle	Think Positive Forum	Huddle	Huddle		
10.30am	SMHA Survey Planning	University Committee	Emails & Admin	University Committee	Catch Up w/ Uni Staff		
11.00am							
11.30am	Lunch	Emails & Admin	Sabb Team Catch Up	Write Paper	Catch Up w/ Councillor		
12.00pm							
12.30pm	Catch Up w/ W&E Coordinator	Lunch	Lunch	Lunch	Lunch		
1.00pm							
1.30pm	SMHA Survey Planning	Meeting Prep Work	Catch Up w/ Councillor	Write Paper	Catch Up w/ HR Man.		
2.00pm	Union Management Meeting						Project Work
2.30pm		Student Mental Health Agre. Steering Group	Catch Up w/ Councillor	Emails & Admin	Catch Up w/ Councillor		
3.00pm	Catch Up w/ Uni Staff						
3.30pm		Read Meeting Papers	Write Paper	Catch Up w/ Councillor	Project Work		
4.00pm	Disabilities Committee						
4.30pm	Wellbeing Committee	Break	Emails & Admin	Meet w/ students	Project Work		
5.00pm							
5.30pm		Councils	Break	Project Work	Project Work		
6.00pm	BAME Committee						
6.30pm		Councils	LGBT+ Committee	Project Work	Project Work		
7.00pm	Emails & Admin						
7.30pm							
8.00pm							
8.30pm							
9.00pm							

An average week contains a mixture of standing meetings, one-off meetings and catch-ups, independent project work, and work for University or Union committees.

## Regular Meetings (Union)

- Huddle
  - 15-minute meeting each day
  - Share information about your day and ask/answer any questions with Union management.
- Union Management
  - 0.5 – 1.5 hours each week
  - Working through actions and agenda items that the Union is working on, discussing various topics, and reporting on your work.
  - Actions: Sometimes have actions to follow up on if relevant to your remit.
- Sabb Team Catch Up
  - 0.5 – 1 hour each week
  - Discussing any priorities the team has and collaborative projects
- Students' Association Board (SAB)
  - 2 hours every six weeks
  - Reports from the Sabbatical Officers and the Union Management, discussing issues like staffing, finances, etc., and major priorities for the Union.
  - Actions: Have to submit and read papers for each meeting (amount varies)
- Governance, Nominations, and Staffing (GNS) Committee
  - 1 hour every six weeks – DoWell chairs this meeting
  - Discussing staffing and governance issues – e.g., appointing new trustees, elections, vacancies, etc.
  - Actions: putting together papers and the agenda
- Councils – Students' Representative Council
  - 1.5 hours each month
  - Discussing motions and reports submitted by members of the SRC and students, sometimes have additional presentations.
  - Actions: reading and submitting motions, supporting other officers and students to put together motions
- Equality Committee
  - 1 hour each week, chaired by the DoWell
  - Discussing equality, diversity, and inclusion issues with student officers and coming up with collaborative responses and campaigns
  - Actions: supporting campaigns and projects run by the committee, following up issues with the university
- Student Equality Forum
  - 1 hour twice a semester, chaired by the DoWell
  - Discussing equality, diversity, and inclusion issues with student officers and University staff.
  - Actions: following up action points, taking items to other committees, putting together the agenda.
- SGBV Forum
  - 1 hour 2-4 times a semester, chaired by DoWell or Gender Equality Officer
  - Discussing gender-based violence issues and campaigns with student groups, and yearly campaigns like Sexual Assault Awareness Month.
  - Actions: following up issues with the University, setting meeting times, putting together the agenda.
- Disabled Students' Network Committee
  - 1 hour each week

- Discussing what the committee is planning to work on and any events or campaigns they are running
  - Actions: support any campaigns or issues they want to work on as needed.
- Wellbeing Committee
  - 1 hour each week
  - Discussing what the committee is planning to work on and any events or campaigns they are running
  - Actions: support any campaigns or issues they want to work on as needed.
- BAME Committee
  - 1 hour each week
  - Discussing what the committee is planning to work on and any events or campaigns they are running
  - Actions: support any campaigns or issues they want to work on as needed.
- LGBT+ Committee
  - 1 hour each week
  - Discussing what the committee is planning to work on and any events or campaigns they are running
  - Actions: support any campaigns or issues they want to work on as needed.
- Lifers Committee
  - 1 hour a couple of times a semester
  - Discussing what the committee is planning to work on and any events or campaigns they are running
  - Actions: support any campaigns or issues they want to work on as needed.
- Postgraduate Society Committee
  - 1 hour each week (I don't attend every meeting)
  - Discussing what the committee is planning to work on and any events or campaigns they are running
  - Actions: support any campaigns or issues they want to work on as needed.
- Weekly Meeting with the Union HR Manager (Staff Mentor)
  - 0.5 hours each week
  - Catching up about personal matters, subcommittee updates and general qualms
- Disabilities Reps Forum
  - 1 hour twice a semester
  - Discussing disability issues in different academic schools
  - Actions: supporting any campaigns or issues they want to work on as needed.

### **Regular Meetings (University and External)**

- Mental Health Task Force
  - 1.5 hours 2-3 times a semester
  - Discusses student and staff mental health, looking at the University mental health strategy, and taking updates from different units and projects.
  - Actions: providing reports from the Students' Association and Student Mental Health Agreement and on issues affecting the student body, following up on actions or discussions started in the group.
- Suicide Prevention Group
  - 1 hour 2 times a semester
  - Discusses the University's Suicide Prevention Strategy, frequently looking at campaigns and initiatives to promote suicide awareness and intervention.

- Actions: Reading and reviewing papers and supporting campaigns run by the group.
- Central EDI Group
  - 1.5 hours twice a semester
  - Discusses equality, diversity, inclusion issues and initiatives across the University.
  - Actions: putting together and reading papers, updating on student priorities, following up on projects I am involved in.
- Equally Safe
  - 1.5 hours every six weeks
  - Discusses the Scottish Government Equally Safe agenda and gender-based violence.
  - Actions: putting together and reading papers, following up on campaigns and projects outside of the meeting, research, supporting the Emily Test Action Plan.
- Student Mental Health Agreement Steering Group
  - 1 hour anywhere from twice a semester to once a fortnight, chaired by the DoWell
  - Working on putting together and actioning the Student Mental Health Agreement and any projects within it.
  - Actions: putting together agendas and papers, research, surveying students, producing the agreement, running or supporting campaigns within it, reporting to NUS and other parts of the University, project lead for the SMHA.
- Race, Ethnicity, Religion, and Belief Group
  - 1.5 hours twice a semester
  - Discusses issues affecting students and staff related to race, ethnicity, religion, and belief, including the Race Equality Charter.
  - Actions: reading and submitting papers, providing student feedback, coordinating with BAME Officer
- Academic Senate
  - 1.5 hours four times a year
  - Provides academic governance to the University, getting reports on things like the development of new academic buildings, report from the Principal, semester dates, strikes, and changes to academic policies.
  - Actions: Reading and reviewing papers.
- People, Diversity, and Assurance Group
  - 1.5 hours three times a year
  - Discusses the University's People Strategy and Action Plan and the Diverse St Andrews strategy.
  - Actions; Reading and reviewing papers, providing student feedback.
- Community Safety Group
  - 1.5 hours every six to eight weeks
  - Discusses safety issues like hate incidents, gender-based violence prevention, night out safety, the University estate, etc.
  - Actions: Providing student feedback, following up on discussions had in the committee, following up on actions related to the Union (e.g., night out safety).
- Security Operations Group
  - 1.5 hours four times a year
  - Discusses security issues across the University.

- Actions: reading and reviewing papers, providing student updates.
- One St Andrews Steering Group
  - 1-1.5 hours every six to eight weeks
  - Discusses the “One St Andrews” project: a project to bring together work on an inclusive community.
  - Actions: updating on student issues, reading and reviewing documents, following up on discussions in the meeting, supporting student campaigns, etc.
- Student Services Open Forum
  - 1.-1.5 hours twice a semester
  - Discusses Student Services with various student groups.
  - Actions: following up on discussions had in the meeting.
- Athena Swan Institutional Self-Assessment Team
  - 1-1.5 hours every month
  - Works on the University’s Athena Swan – a gender equality charter – application.
  - Actions: reading and reviewing papers, providing student feedback.
- Athena Swan ISAT: Partnerships Working Group
  - 1-1.5 hours every month
  - Looks at the University’s external Partnerships and how they can be improved in relation to Athena Swan.
  - Actions: reading and reviewing papers, providing student feedback.
- Think Positive Forum
  - 1 hour each month
  - A forum with other Scottish Universities and Colleges to discuss the Student Mental Health Agreement and student wellbeing more broadly.
  - Actions: updating other University/Union staff on discussions.
- StAnd Together Board
  - 1 hour twice a semester, rotating Chair
  - Manages StAnd Together – Got Limits, Got Consent, Peer Support.
  - Actions: following up on discussions in the meeting, support recruitment, supporting activities run by the various strands, research to develop the strands.
- Sabbs and Chaplains Meeting
  - 1 hour twice a semester
  - Actions: None
- Interfaith Steering Group
  - 1 hour a couple of times a semester
  - Various student religious groups meeting to discuss events and campaign ideas.
  - Actions: supporting events and campaigns as needed.
- Student Services Catch Ups
  - 1 hour twice a semester
  - Discussing student feedback and updates from Student Services.
  - Actions: bringing feedback and following up on discussions.
- EDI Catch Ups
  - 1 hour every fortnight
  - Discussing equality issues and projects with the EDI Team.
  - Actions: bringing feedback, following up on discussions, reviewing things.
- Community Council Health and Wellbeing Subcommittee

- 1.5 hours every eight weeks
- Discusses health and wellbeing in the local community (e.g., out of hours, food banks, etc.)
- Actions: none.
- Monthly Meeting with the Proctor
  - 1 hour a month
  - Updates the Proctor on what the team are working on and discussing any important issues.
  - Actions: bringing feedback and projects to discuss.

### **One-Off and Irregular Meetings and Commitments**

- Catch-Ups with Councillors/StAnd Together Coordinators/Subcommittee Members
- Meetings with students and student groups
- Catch-Ups and Introductions with University Staff
- Meetings with Union Staff
- EmilyTest Focus Groups and Workshops
- Students' Association Awards Panels
- SMHA Consultancy
- Spiking Safety Meetings – Union, Police Scotland, University, Government
- Raising and May Dip Planning
- COVID Meetings
- Commuter Students' Working Group
- Report and Support Meetings
- Student Services University-Led Review
- Conferences and Presentations
- Visiting Days and Orientation Events
- Union All-Building Events
- Elections Commitments
- Freshers and Refreshers Week

### **Independent Work**

- Meeting actions
- Reviewing University policies
- Meeting preparations (e.g., reading and writing papers)
- Drafting content for Union website
- Supporting committees and councillors
- Sharing updates online
- Press statements
- Working on manifesto projects
- Responding to emails and Teams messages
- Academic Appeals
- Working on student feedback

## Project Work

These are some examples of projects I have worked on over the past semester to give you an idea of the role, however, all of these are subject to change based on your priorities and what is going on in the University and local community!

High-time commitment:

- Spiking and Night Out Safety
- Student Mental Health Agreement
- Emily Test SGBV Charter
- Equality Committee Review
- Elections Review
- Discipline Review
- Report and Support
- Hate Incidents Response
- One St Andrews
- Alcohol and Drug Safety & Got Limits

Low-time commitment:

- Supporting Mental Health Strategy actions
- Producing content about my role and Instagram Takeovers
- COVID Planning
- Condom Reps