

July-June, full-time Sabbatical Officer

KEY RESPONSIBILITIES

As Association President, you are the public face of both the Association and the student body. You are responsible for all external relations of the organisation, including media enquiries, alumni, community relations, and national lobbying. You will lead and contribute towards policy within both the University and Students' Association. You will oversee areas of social responsibility, such as sustainability and financial accessibility, for the Association, and develop its long-term strategy. You will chair the Finance, Audit, and Risk Committee, and negotiate the annual grant given to the Association by the University. Working with the other sabbatical officers, you will decide how this grant is spent. You will also attend meetings of the Governance, Nominations, and Staffing Committee. You will fulfil the role of a trustee of the Association, responsible for overseeing all of its functions as a charity, and representing students. You will also sit on University Court and Senate, participating in decisions that will shape the future of both organisations.

SPECIFIC DUTIES

- Uphold the integrity of the Association and represent students, for example, through public statements, responding to press enquiries, and attending meetings and events on behalf of the student body.
- Address and work to mitigate issues relevant to the student population, such as changes to tuition fees.
- Lead and support student councillors, specifically the Accommodation Officer, Alumni Officer, Association Chair, Community Relations Officer, Environment Officer, and Widening Access and Participation Officer.
- Promote causes relating to social responsibility in order to benefit students. This includes environmental issues, affordability and availability of accommodation, and widening access and participation for those studying at, and applying to, St Andrews.
- 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.
- Undertake representational duties on a range of University committees, including University Court, Planning and Resources Committee (PARC), Governance and Nominations, Senate Business, and Academic Council.
- Be an active member of relevant committees within the Association, including the Executive Committee (SAEC), Students' Representative Council (SRC), and Senior Students' Forum.
- Attend local Community Council and Town Group meetings.
- 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

- Dedicated to improving student representation and democracy.
- Strong leadership, management and teamwork skills.
- Excellent verbal and written communication skills.
- Crisis management.
- Able to quickly master complex issues.
- Able to handle confidential information.
- Problem-solving approach.
- Flexible and responsive.
- Organised, with good time management skills.