



DIRECTOR OF WELLBEING (SABBATICAL OFFICER)

The Association

The University of St Andrews Students' Association is a student-led organisation with over 8,000 current members. We are an exciting and dynamic organisation, committed to providing the best possible experience for students.

We support an extensive system of 400+ student representatives on both the undergraduate and postgraduate level. We have a thriving student activities scene with over 150 affiliated societies and provide a range of services, alongside the primary entertainments venue for St Andrews students.

Core Purpose

You will have responsibility for leading the representation of St Andrews students across a portfolio including welfare, equal opportunities, and democracy. 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 University¹ and Association² committees, 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.

¹ Such as Equality and Diversity Committee, Athena Swan consultation group, Enhancement Themes Institutional Group, Senate Efficiency Review and more.

² Such as the Students' Representative Council, Student Services Council, Equal Opportunities Committee, Wellbeing Committee, LGBT+ Committee, Stand Together Committee, Raising Strategy Group, School Welfare Rep Forum, Elections Committee, Rectorial Elections, University Safety Group and more.

Selection of Specific Duties

- Take a lead role in the development of university/union policy in the areas of welfare, equality, and democracy.
- Support, lead, and advise student representatives including the LGBT+ Officer, Equal Opportunities Officer, Member for Mental Health Awareness, Member for Racial Equality, Member for Age Equality, Member for Gender Equality, Postgraduate Development Officer.
- Organise and lead campaigns on student physical and mental health and equal opportunities, including Sexual Health Week, Mental Health Awareness Week, “Breaking through the glass ceiling” conference events, Pangaea and Raisin Safety awareness.
- 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.
- Ensure the effective operation of internal democratic procedures.
- Work in close cooperation with relevant members of Association staff, including the 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)

Further Particulars

Hours of work: Variable, evenings and weekend work required in addition to core office hours.
Remuneration: £18,549 p.a.

Essential personal qualities:

- Dedication
- Flexibility
- Strong team working skills
- Leadership skills
- Excellent verbal communicator
- Able to quickly master complex issues
- Committed to student democracy and representation
- Responsiveness
- Able to handle confidential information