



## **DIRECTOR OF STUDENT DEVELOPMENT AND ACTIVITIES (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 organization, 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'll champion and provide leadership and support for the vast and diverse range of successful student activities supported by the Association, including clubs and societies, theatre and music groups, our debates team, our voluntary service, and our Charities Campaign. You'll also help to oversee funding for selected student projects to cover ambitious student-run ventures through the Student Project Fund.

In addition, you'll fulfill the role of a student trustee for the Association, responsible for overseeing all its functions as a charity representing St Andrews students. You'll work with other student officers, student groups, and senior staff of the Association to maintain and enhance the outstanding range of student activity available to St Andrews students.

### **Description of Specific Duties**

- Manage and oversee the activities of Association subcommittees including the Charities Campaign, Mermaids, Music is Love, SVS, Societies, Debates and Postgraduate Society. Manage and oversee the Student Project Fund and coordinate with project organisers.
- Ensure that societies, groups and sub-committees are aware of their legal and other responsibilities, and fulfill them.
- Take a lead role on student development issues within the Association and University.
- Be a point of contact and a source of advice and assistance for individual members or groups of members involved in, or seeking to become involved in, student activities, including society office holders.
- Work with the SSC Postgraduate Society President to ensure that a full programme of events is available for postgraduate students in the summer months.

- Work with the Director of Events and Services on planning and organising suitable pre-sessional activities in the area of student activities: in particular, lead on the Societies' Fayre. Organise the Societies' Refreshers Fayre at the beginning of Semester 2.
- Support, lead, and advise student representatives including the SSC Charities Officer, the SSC Debates Officer, the SSC Music Officer, the SSC Performing Arts Officer, the SSC Volunteering Officer, the SSC Societies Officer, the SSC Postgraduate President, and the SSC External Funding Officer.
- Be an active member of relevant committees within the Students' Association<sup>1</sup>, the University<sup>2</sup> and elsewhere.
- Fulfil the duties of a charity trustee and attend the meetings of the Students' Association Board (SAB) and its Finance Subcommittee.

### **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
- Problem-solving approach
- Planning and organisational skills

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<sup>1</sup> Such as: Students' Association Executive Committee, Students' Representative Council (SRC), Student Services Council (SSC), SSC Discipline Committee, Charities Campaign Committee, Mermaids Committee, Music is Love Committee, SVS Committee, Societies Committee, Debates Committee, and Postgraduate Society Committee

<sup>2</sup> Such as: Byre Advisory Board, Antony Tudor Fund.