

VP Activities

Sabbatical Officer

About working with SUSU:

The Union's mission: **unlocking the potential and enriching the life of every student.**

As a student-led organisation the hard work and dedication of our student volunteers is vital to our mission.

As a Sabbatical Officer, you will lead the direction of the Union on a specific area of work, representing the views of the student body both within the Union and to the University. You will work in partnership with relevant Union staff in all areas of work, and will be held accountable to Union members for your work and projects.

A Sabbatical Officer role is a full-time, paid position, where you will hold office from 1 July for a period of 1 year. This list of duties is not exhaustive, but presents an outline of the core duties and responsibilities of the role.

If you would like to be involved in the work of the Union, you can find out more about our zones, on our website here: www.susu.org/representation/minutes

We provide full training throughout your term in office. You will gain a wealth of experience through your role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.

The main purpose of your role:

- 1) Representing club and society interests
- 2) Supporting all affiliated Societies
- 3) Improving the student experience

The main responsibilities of your role:

Representing club and society interests

- To support and advocate on behalf of our sector leading societies, both within the Union and to the University
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- To ensure that society involvement and activity is as accessible as possible to all students
- Work to ensure the recognition and support of Union volunteers

Supporting all affiliated Societies

- Overseeing the process of club and societies affiliation to the Union, and how the Union subsequently supports and develops them
- Ensuring that societies are operating in line with the Unions values, and overseeing the discipline process
- To ensure appropriate resource allocation to all societies, including overseeing the grant application process.

Improving the student experience

- To lobby to the University to recognise the importance of societies as a key part of the student experience
- To work to support and develop employability amongst students and working with the University to expand and support this offering
- Lead the Union's activities in the arts and media, student volunteering and fundraising, entrepreneurial endeavours

Officers who will report to you:

- Performing Arts Officer
 - Media Officer
 - Volunteering & Fundraising Officer
 - Enterprise Officer
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Where can you find guidance?

Elections Team:

Democracy Coordinator - Katie Campling, at katie@susu.org

Deputy Returning Officer, at returningofficer@susu.org

Main inbox monitored by the team, at elections@susu.org

Drop-ins:

We would strongly encourage you to come and speak to a member of the elections team before submitting your nomination. They can help you to

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understand more of the role, get an overview of the elections process and timeline as well as answering any questions you might have early on. Drop-ins are taking place every **Tuesday and Thursday afternoon** throughout the Nominations Period.

You can find us in the **Representation Office**, which can be found upstairs in Building 40, Highfield Campus, next to the Advice Centre.