

VP Education & Democracy

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) Represent students' academic interests
- 2) Ensure students have a voice in the University
- 3) Lead on Union Democracy

The main responsibilities of your role:

Represent students' academic interests

- To lead and support the Undergraduate academic representation structure
 - To provide representation for all Postgraduate students, including leading the Postgraduate Committee and the Postgraduate Research Faculty Reps
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- Work to increase student engagement in these structures

Ensure students have a voice in the University

- To lobby the University over students' academic and educational issues and attend high level University education strategy meetings
- To be the lead on all student feedback mechanisms, such as Making Change Summits
- Act as Deputy President of the Union

Lead on Union Democracy

- To oversee the Unions 3 main elections; Autumn, Spring and Summer
- Lead on the Union's democratic processes, including All Student Votes, Petitions and the Union AGM
- To oversee and promote the 'You Make Change' platform

Officers who will report to you:

- Faculty Officers (X5)
- Joint Honours Officer
- PGR Officer
- PGT Officer
- PGR Faculty Reps (X5)

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 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.

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Drop-ins are taking place every **Tuesday and Thursday afternoon** between **13:00 and 17:00** 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.