

THE SU

SABBATICAL ELECTIONS 2024

PRESIDENT

EXETER

ROLE DESCRIPTION

Role Description

| | |
|------------------------|---|
| Job title | Sabbatical Officer President Exeter |
| Salary | £23,144 per annum |
| Hours | Full-time, 35 hours per week, all year Usually, to be worked on a 7 hour a day basis, Monday to Friday although some evening and weekend work will be required. |
| Location | The post holder will be primarily based at the Penryn campus but will be required to work regularly and flexibly across all campuses. There may also be an element of Home Working. |
| Responsible to | The membership of Falmouth & Exeter SU |
| Responsible for | None |
| Contract | Fixed term contract starting on 17 June 2024 to 27 June 2025 |

Job Purpose

- To be the recognised academic representative for members for the University of Exeter, attending high-level meetings.
- Represent student views to the University of Exeter, FX Plus, local and national bodies.
- To consult with the student members, both formally and informally, and represent their interests appropriately.
- To be a Sabbatical Trustee of the Students' Union ensuring the organisation is fulfilling its charitable purpose.
- To support the development of the University of Exeter Student Rep system.
- Work closely with the other Sabbatical Officers on joint priority campaigns to improve the student experience.
- Work closely with the VP President roles, jointly working on projects and delegating as appropriate.

Key Responsibilities and Duties

- To effectively represent the views of students to the University of Exeter to advance the experience of our members.
- To represent and contribute to high-level University of Exeter Meetings, such as Council.
- To be aware of, and involved in, current and future developments of the University of Exeter, representing students' views as appropriate.
- Attend the University of Exeter student course rep meetings where appropriate and follow up issues that may arise
- To attend, and report to, the Student Council and annual Student Members' Meeting ensuring the implementation of policies passed by students.
- Attend and support at relevant key events, particularly Welcome Fayre, Elections and priority campaign events, i.e. Mental Health Awareness week.
- Represent Falmouth and Exeter Students' Union, on relevant committees planning groups and professional networks and maintain positive relationships with institutional colleagues and external partners.
- To work together as a team to strengthen and advance the aims of the Students' Union.
- To agree with the other Sabbatical Officers who will be the Chair of the Board of Trustees
- To form part of interview panels when recruiting SU staff.

Trustee Duties

Further to the powers and responsibilities as outlined in the Constitution, all trustees have a collective duty and responsibility to:

- Ensure the SU is carrying out its purposes for the public benefit.
- Provide leadership, set the strategy and be clear about what the SU is aiming to achieve and how it is going to do it.
- Comply with the SU's governing document and the law, establishing and overseeing controls and risk management, and monitoring performance to make sure that the Union is on track to achieve its goals, making adjustments where necessary and learning from mistakes.
- Act in the SU's best interests.
- Manage the SU's resources responsibly, making good use of financial and other resources to achieve the desired outcomes.
- Act with reasonable care and skill.
- Ensure the SU is accountable, reporting to those who have an interest in what the SU is doing and how it is doing it.

General Staff Duties and Responsibilities

- To work in line with the Students' Union Mission, Vision and Values at all times, working with others to provide a supportive, responsive, student-centred environment and services.
- To embrace our Organising Principles, interweaving them throughout your day-to-day activities.
- To actively support volunteers and employees in playing a full role in decision-making and activities, ensuring that the Students' Union maintains a student-led ethos.
- To present a positive image of the Students' Union at all times, through every aspect of your work.
- To ensure that all relevant policies, procedures and agreed protocols are adhered to, taking a sustainable approach within the workplace.
- To contribute to the Students' Union planning, review, monitoring and reporting processes and activities.
- To participate in the Students' Union team meetings and activities and attend other meetings as agreed.
- To actively support the equality, diversity and inclusion policies of the Students' Union, University of Exeter and Falmouth University.
- To respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation.
- To attend training courses as identified and agreed for appropriate development.
- Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
- To undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved.
- To attend all Staff Development Days and training as required.