

**Students'**  
**Union**  
Bath Spa

**VICE PRESIDENT  
OPPORTUNITIES  
ROLE DESCRIPTION**

# The Sabbatical Officers

**Sabbatical Officers are the leading student representatives within the University. Their role is to keep students, Union staff, as well as University staff updated on key issues which have a direct impact upon the welfare and experience of students. Sabbatical Officers must undertake duties and responsibilities as outlined in the Union's Constitution, by-laws and legislation.**

**In Bath Spa Students' Union we have four Sabbatical Officers, their remits are -**

- **President**
- **Vice President Community**
- **Vice President Education**
- **Vice President Opportunities**

**Sabbatical Officers have three key areas of responsibilities; being a sabbatical officer, being an employee of the Students' Union and being a Students' Union Trustee.**

## **1.0 - *Sabbatical* duties and responsibilities -**

- To represent the views of the student body to the University and the Community.
- To lead on relevant and national campaigns and encourage participation within the student body. Working with National Union of Students and other organisations where appropriate.
- To ensure that all committees and meetings under their individual remit are being effectively led.
- To follow up with any actions gained from the attendance of meetings.
- To work closely with the appropriate committees and groups of people to ensure they're working with relevant staff across the Union, University and community.
- To undertake, source and be responsible for appropriate research under their remit.
- To ensure that the Union operates in a way that is ethical, fair and inclusive.
- To encourage wider student participation in the Students' Union.
- To keep up to date with relevant and national changes which could have a direct impact upon the workings of the Students' Union.
- To support the elected Representatives and sub-committees that are within their remit, as well as acting as a resource where appropriate.
- To be accountable to the student body through the Democracy and Scrutiny Committee as well as the Standards Board.
- To be an active member on a number of University Committees and Forums. Working closely with key members of staff on those committees to ensure that current and relevant issues are being discussed with key members of University staff.
- To work closely as a sabbatical team with all groups of students at the University.

## **2.0 - *Employee* duties and responsibilities -**

- Sabbatical Officers are elected student representatives who are employees of the Union and paid, in accordance with the Constitution.

- Sabbatical Officers have a contract of employment and are expected to work 37 hours per week, excluding lunch breaks. \*These hours are likely to be exceeded at key points throughout the year.
- The current salary for a Sabbatical Officer is £18,777 per annum and are each entitled to 20 days annual leave, normally taken outside of term time.
- Further details regarding being an employee within the Union can be found in the Staff Handbook. This can be found on the Students' Union website.

### **3.0 - Trustee duties and responsibilities -**

- All of the Sabbatical Officers are Trustees of the Union, their appointments last for one year. They sit on the Board of Trustees along with four External Trustees and four Student Trustees.
- As a Trustee you are expected to attend and contribute to approximately 4 Board of Trustee meetings and between 1-4 sub-committee meetings each year.
- As a Trustee you are responsible for ensuring that the Union is running well and is doing what it was set up to do.
- It should be noted that the duties of a Trustee are undertaken on a voluntary basis and do not form part of the normal working week.
- As a Trustee you are solely responsible for reading papers and undertaking any actions which occur from meetings or sub-committees.

#### **3.1 - Trustees must:**

- Follow the law and the rules in the charity's governing document (the Constitution).
- Act responsibly and only in the interests of the charity.
- Use reasonable care and skill.
- Make well-informed decisions, taking advice where appropriate.

#### **3.2 - Responsibilities are:**

- Being an ambassador for the Students' Union by safeguarding its good name and values.
- Developing and delivering the Union's strategic plan, policies and procedures.
- Ensuring the Union uses its money and resources sensibly and only in pursuit of its charitable aims.
- Ensuring that the Union complies with its legal responsibilities and regulatory requirements, including charity law and other relevant legislation and regulations.
- Ensuring that the Union acts in accordance with its governing document (the constitution).
- Making sure that the Union keeps proper accounts and records.
- Monitoring the performance of the Union.
- Protecting the Union's assets, taking care over their security and usage.
- Work closely with the other Trustees and Chief Executive Officer to support the effective management of the Union.

### **4.0 - Additional information -**

- Sabbatical Officers must be current students or existing Sabbatical Officers at the time of the election.
- Sabbatical Officers automatically become a full member of the Union when their appointment commences for the duration of their appointment.

- Sabbatical Officers work on a flat hierarchy and must liaise closely and communicate with one another to ensure that they are working at an appropriate standard in line with the Democracy and Scrutiny Committee.
- Sabbatical Officers must incorporate and collaborate with all Bath Spa campuses equally to ensure fairness in student experience at Bath Spa University.
- Sabbatical Officers should be focused on delivering and maintaining the Union's commitment to being accredited in Leaders in Diversity as well as other National Quality Marks.

# Vice President Opportunities

The Vice President Opportunities is the Sabbatical Officer leading on issues relating to *Welfare, Clubs and Societies, Environment and Sustainability* as well as the general *Equality and Diversity* structures for Bath Spa students.

## KEY AREAS OF ACCOUNTABILITY

- Be the lead student voice on the Equality and Diversity Steering Group.
- Be the lead representative on the Space Utilisation Group, Health and Safety Committee and plus other senior committees and meeting forums.
- Work with the Student Community Partnership and local authorities to promote emphasis on Green Focus at Bath Spa Students' Union.

## KEY AREAS OF FOCUS

- Be an active member of the Board of Trustees.
- Oversee the promotion and development of Student Media and Entertainments Committee.
- Be the student representative on the University's Equality and Diversity Steering Group and other committees concerned with student welfare.
- Liaise directly with the University Student Support Manager and other key staff to ensure that student welfare needs are understood and dealt with.
- Be responsible for the development and distribution of welfare campaigns (e.g. sexual health, responsible drinking, LGBTQ+ in sport)
- Liaise with and support Liberation Reps to ensure that the concerns of students are made known to the University and lobby on their behalf.
- Work with Union Staff to ensure that the Union's extra-curricular activities are informed by and meet the needs and interests of students.
- Be the principal representative for the Union's Clubs and Societies to ensure all members are complying with our Union policies, supporting the ambitions of the Union and representing the Union positively.
- Campaign on relevant environmental issues and work with relevant staff to develop events and initiatives to improve environmental practice throughout the University.

## KEY WORKING RELATIONSHIPS WITH

Liaise directly with the following to share information that relates to the student experience and to raise issues affecting students -

- Students
- Sabbatical Officers
- Student Experience Team
- Student Engagement Team
- Students' Union Entertainment committee
- Student Liberation Reps
- Clubs and Societies
- Student Media committee
- Student Community Partnership

- Student Support Services
- University Sustainability team
- University Equality staff
- Careers and Enterprise staff
- Professional Service teams

Plus, other key members of staff from across academic services, professional services, the Union and the wider community.

**YOU SHOULD RUN FOR THIS ROLE IF YOU...**

- Have an interest in students physical and mental wellbeing.
- Have an interest in developing students' skills and enhancing their experiences outside of their course.
- Want to take an active role in championing for Green Focus and sustainability within the structures of Bath Spa University.
- Have a passion for campaigning and educating students and staff about mental health amongst the student body.