

**Students'
Union**
Bath Spa

VICE PRESIDENT

EDUCATION

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 Sabbaticals 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 Education

The Vice President Education is the Sabbatical Officer leading on issues relating to academic quality, learning and teaching as well as the general *academic* welfare of students at Bath Spa University.

KEY AREAS OF ACCOUNTABILITY

- Chair of the Student Representatives Committee
- Leads independent course rep meetings.
- Be the lead representative on the University Academic Board, Academic Quality and Standards Committee plus other senior committees.

KEY AREAS OF FOCUS

- Be an active member of the Board of Trustees.
- Monitor the efficient delivery of training and support to the Union's academic representatives.
- Identify problems and present solutions to any matters, problems or complaints related to the academic representative system.
- Work closely with representatives, seeking out and using their input to steer change in the University's internal academic structures.
- Maintain close relationships with senior staff across the University, particularly with those whose responsibilities come under Academic Services and Learning and Teaching.
- Build and maintain a working knowledge of:
 - o Academic Quality (this explicitly includes an agile knowledge of the Quality Code)
 - o Higher Education policy
 - o Current political climates in Higher Education
- Be the Union's primary representative and point of contact for students and staff on education-related issues.
- Take the lead in supporting National HE Campaigns, often run by although not exclusive to the National Union of Students.

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
- Course Representatives
- Senior Academic Reps
- Postgraduate Experience Officer
- Student Engagement Team
- Student Experience Team
- Deans of Schools
- Assistant Deans of schools
- Quality, Learning and Teaching staff
- Academic members of staff

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

YOU SHOULD RUN FOR THIS ROLE IF YOU...

- Want to take an active role to ensure that the educational experiences of Bath Spa students are the best they can be.
- Want to take an active role in helping to ensure that the Academic Representation System at Bath Spa is the best that it can be.
- Want to represent students' views at University committees and meetings to create the best