President

Salary          circa £22,000
Duration        Fixed term – 12 Months
Location        Based in Potterrow Office

About Edinburgh University Students’ Association
Edinburgh University Students’ Association is the body representing all students at the University of Edinburgh. We work to the following vision: We believe all students at Edinburgh should have the power to shape their own future and enjoy being part of a vibrant and cohesive student community where everyone is valued and respected.

The Sabbatical Team
The President sits within the Sabbatical Team in the Students’ Association. The Sabbatical team includes the President, Vice President Community, Vice President Welfare, Vice President Education and Vice President Activities and Services. Members of the team work closely with staff across the Students’ Association and with other student representatives to ensure the views and needs of our membership are represented.

Sabbatical Role Description
This is a key role within the Students’ Association responsible for the leadership and direction of the organisation and effective representation of students to the University and beyond. You will be the key spokesperson for the Students’ Association, and you will oversee the financial, legal and strategic activity of the organisation, through the role as chair of Association Executive and the Students’ Association Trustee Board.

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<th>President Specific Responsibilities</th>
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<td>● Represent students at all levels of study to the University and beyond across a range of issues such as tuition fees, student funding and international student visas.</td>
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<td>● Spokesperson for the Students’ Association on non-academic University issues, working on matters relating to public affairs and press management, membership communication, internal Students’ Association operations, University estates, and the Students’ Association Strategic Plan.</td>
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<td>● Contribute to and influence University strategies both through participation in committees and more informal meetings with key University staff, to ensure that student interests are effectively represented.</td>
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<td>● Liaise and work with external and internal stakeholders, including Students’ Association members and staff, the University of Edinburgh, external organisations such as the National Union of Students (NUS), and public officials, MSPs and MPs as required to successfully deliver projects, policy and campaigns.</td>
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- Ensure that members of the Students’ Association are engaged with and involved in developing and implementing your projects, policies and campaigns, consulting with students to represent their views and act on issues affecting them. You will report on your work at Student Council where you will be held accountable to the students that you represent.

- Provide practical support and knowledge to other elected representatives, particularly on issues which affect students outside of their academic work such as higher education funding and student finance.

- Act as the first point of contact for students with questions or concerns about non-academic matters, signposting students to the Students’ Association’s support and advice services or representation team where required.

**General Sabbatical Officer Responsibilities**

- Work closely with the other Sabbatical Officers on Students’ Association priority campaigns. Some of these may relate to Sabbatical Officers’ objectives, but many are often reactive, depending on issues that arise throughout the year.

- Uphold and advance the reputation of the organisation, attending and speaking at official University of Edinburgh events and ceremonies as appropriate e.g. welcome talks, open days and graduation.

- Support and promote activities the organisation is carrying out which support the goals of the strategic plan, including but not limited to Welcome Week, elections outreach, face to face and social media engagement, surveys and Students’ Association led events..

**Trustee Role Description**

As President, you will chair the Edinburgh University Students’ Association Trustee Board, overseeing the financial, legal and strategic activity of the organisation. Below you will find some of the main responsibilities, but for more information visit eusa.ed.ac.uk/trustee.

**Trustee Responsibilities**

- You will play a significant role in governance of the organisation, helping to give the organisation strategic direction through actively participating in Board meetings and monitoring the implementation of decisions taken by the board.

- You will ensure that the organisation complies with its constitution, charity law, company law and other relevant legislation.

- You will provide the organisation with leadership, contributing to the development of the Students’ Association’s mission and values and helping to promote and raise the profile of the organisation.
• You will play a key role in developing the organisation’s strategy, reviewing and agreeing any major changes to the organisation.

• You will monitor and assess the organisation’s work in relation to the agreed strategy and budget and to agree alternative action to remedy shortfalls if required.

• You will be involved in risk management, maintaining a robust overview of the principle risks facing the Students’ Association.

Key relationships

• **Students’ Association**: Sabbatical Officers, Senior Management Team, Representation and Democracy Department, and Communications and Marketing Team.

• **Members**: Student representatives, and students in general.

• **University**: University Secretary, Deputy Secretary and the wider University Secretary Group; Principal and Senior Vice-Principal; University Assistant Vice Principals; Deputy Secretary Student Experience; Senior University Management and staff at all levels; and the Chaplaincy.

• **External Organisations**: National Union of Students’ (NUS) Officers; national and local student media; public officials; and your counterparts at other institutions.

Training

• Extensive training and support will be provided to ensure that you are fully equipped for the role. Training is provided by the Students’ Association and NUS.

• Newly elected Sabbatical Officers are required to attend the changeover and induction period which takes place during the two weeks after semester finishes, and is followed by further training during the summer period. This includes a four day residential and a handover week with your predecessor.

• There will also be regular buddying sessions with senior Students’ Association staff

• Newly elected Sabbatical Officers should check with Students’ Association staff prior to making any summer vacation arrangements as a lot of training is scheduled over the summer period.

• Additional training and ongoing support is provided throughout the academic year.