



Vice President Activities and Services

Salary	circa £22,000
Duration	Fixed term – 27 May 2019 to 5 June 2020
Location	Based in Potterrow Office

Newly elected Sabbatical Officers are required to be available during the training period of 27 May – 6 June for handover and induction.

About Edinburgh University Students' Association

Edinburgh University Students' Association is the body representing all students at the University of Edinburgh. We work to help students at the University; shape their own experience, make friends and connect with others, receive support whenever needed and finally, develop skills for the future.

The Sabbatical Team

The Vice President Activities and Services sits within the Sabbatical Team at 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. All of the Sabbatical Officers are automatically Trustees of the Students' Association.

Sabbatical Role Description

This is a key role within the Students' Association, with principal responsibility for devising and leading the organisation's student activities, including societies and volunteering groups. In this role you will also provide strategic direction to the Students' Association's services.

Vice President Activities and Services Specific Responsibilities

- Lead on Students' Association activities relating to student development, student opportunities, the societies and volunteering service, social enterprise, commercial services, relationships with the Sports Union and Edinburgh Students' Charities Appeal (ESCA), including ESCA Trustee, and space and services for student activities. This involves working closely with the Activities Team, and Activities Executive.
- 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) as required to successfully deliver projects.
- Ensure that members of the Students' Association are engaged with and involved in developing and implementing your projects and policies, consulting with students, societies and volunteering groups 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 societies and volunteering groups, the volunteering service, Activities Representatives and Office Bearers, and Trading Committee Convenors.



- Act as the first point of contact for students with questions or concerns about student activities signposting students to the appropriate Students' Association staff as appropriate.

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 a Sabbatical Officer, you will also be a member of 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 <https://www.eusa.ed.ac.uk/about/structure/>.

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, the Activities Team, the Commercial Team, and the Communications and Marketing Team.
- **Members:** Activities Representatives and Office Bearers, the Activities Executive, Society and Volunteering Groups, student social enterprises.
- **University:** University Secretary, Deputy Secretary and the wider University Secretary Group; the Principal and Senior Vice-Principal; University Careers Service; Sports Union; University Centre for Sports and Exercise; the Chaplaincy; and Edinburgh University Students' Charities Appeal (ESCA).
- **External Organisations:** National Union of Students' (NUS) Officers; and your counterparts at other institutions.

Meetings

Association

- [Trustee Board](#)
- Strategic Development - Chair
- Association Executive
- Strategic Plan Implementation Group
- Activities Executive

University

- [Social Responsibility and Sustainability](#)
- Various Estates Committees
- Careers Partnership Meeting

Additional

- [Sport Union](#)
- [Edinburgh Students Charities Appeal Board](#)

This list is not exhaustive

Job Specific 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.



Key Election Dates

Event	Date	Time
Nominations Open	14 January 2019	09:00
Nominations Close	21 February 2019	17:00
Sabb Candidate Elections Gazette Deadline	21 February 2019	17:00
Candidate Briefing Dining Room, Teviot, George Square Campus	22 February 2019	15:30 - 16:30
Candidate Briefing Dining Room, Teviot, George Square Campus	25 February 2019	15:30 - 16:30
Candidate Preparation	21-28 February 2019	
Campaigning Period Opens	28 February	12:00
Campaigning Period Closes	7 March	17:00
Sabbatical Candidate Question Time Debating Hall, Teviot, George Square Campus	28 February 2019	18:00 - 20:30
Online Printing Deadline	4 March 2019	16:00
Voting Opens	4 March 2019	10:00
Voting Closes	7 March 2019	17:00
Results Night The Venue, Potterrow, George Square Campus	8 March 2019	18:30 - 20:30
Expenses Claims Deadline	31 March 2019	23:59

Training Dates

Event	Date	Time
How to run a winning campaign - Campaign Planning Meeting Room, King's Buildings House, King's Buildings	6 February 2019	12:30 - 13:10
How to run a winning campaign - Campaign Planning Meeting Room, King's Buildings House, King's Buildings	6 February 2019	13.20 - 14:00
How to run a winning campaign - Campaign Planning Balcony Room, Teviot, George Square Campus	6 February 2019	17:00 - 17:40
How to run a winning campaign - Campaign Planning Balcony Room, Teviot, George Square Campus	6 February 2019	17:50 - 18:30
How to run a winning campaign - Manifesto Development Balcony Room, Teviot, George Square Campus	13 February 2019	12:30 - 13:10
How to run a winning campaign - Manifesto Development Balcony Room, Teviot, George Square Campus	13 February 2019	13.20 - 14:00
How to run a winning campaign - Manifesto Development Meeting Room, King's Buildings House, King's Buildings	13 February 2019	16:00 - 16:40
How to run a winning campaign - Manifesto Development Meeting Room, King's Building House, King's Buildings	13 February 2019	16:50 - 17:30
How to run a winning campaign - Promoting Your Campaign Balcony Room, Teviot, George Square Campus	15 February 2019	12:30 - 13:30
How to run a winning campaign - Promoting Your Campaign Room 3211, JCMB, King's Buildings	15 February 2019	15:00 - 16:00



How to run a winning campaign - Manifesto Development Middle Reading Room, Teviot, George Square Campus	18 February 2019	12:30 - 13:10
How to run a winning campaign - Manifesto Development Middle Reading Room, Teviot, George Square Campus	18 February 2019	13.20 - 14:00
How to run a winning campaign - Manifesto Development Room 3212, JCMB, King's Buildings, King's Buildings	18 February 2019	16:00 - 16:40
How to run a winning campaign - Manifesto Development Room 3212, JCMB, King's Buildings, King's Buildings	18 February 2019	16:50 - 17:30
Sabbatical Public Speaking & Question Time Preparation Dining Room, Teviot, George Square Campus	28 February 2019	17.00 - 18:00
Sabbatical Candidates Question Time Debating Hall, Teviot, George Square Campus	28 February 2019	18:00 - 20.30