

# Student Activities Officer

Term: 01/07/2021-30/06/2022

Contract hours: 35 hours per week

Salary: £19,587.15 per annum

## Key Responsibilities

### Of all Sabbatical Officers:

- To fulfill your manifesto to the best of your ability
- To promote and defend the rights of all members
- To implement and uphold the Constitution, Bye-Laws and Policy of the Union
- To be accountable to the student body by attending and presenting at General Meetings, Officer Group and any other required meetings
- To ensure the membership are kept informed of the actions of the Officer Group and to promote opportunities to participate in the Union
- To work with and support other elected representatives to fulfil mandates from the student body

### Of the Student Activities Officer:

- Chair Societies Committee and Media Committee to work closely with society and media representatives and committees to support and enhance their work
- Work with other Officers, volunteers and staff members in delivering high-quality events and projects
- Act as the representative of the Union on matters concerning student activities, both to the University and other external bodies
- Encourage student participation in activities, ensuring that activities are accessible to all students and personal and professional development opportunities are provided
- Oversee and publicise the process of ratifying or re-ratifying a student group and the allocation of grants to ratified student groups
- Mediate between ratified student groups to resolve disputes and to ensure that they adhere to their own Constitution, the Union's Constitution and By-Laws of the Union

## Opportunities

- To be an Officer Trustee of a Charity
- To lead on University-wide campaigns to better the experience of all students studying at the University
- To work with a range of people to organise and deliver large scale projects that will make long-lasting change to benefit students
- To liaise with local and national bodies, including but not limited to Heslington Parish Council, the City of York Council, and Parliament, to uphold the reputation and interests of students in the community and across the media
- To attend national conferences and share best practice with student unions across the country

## Support

You will be supported by a team of full-time staff members to help make your ideas a reality. You'll also work closely with senior University managers who have a wealth of knowledge and experience they can share with you. Alongside this you'll work closely with other elected officers across campus and committee chairs.

# BE EXTRAORDINARY