



**Sabbatical Officer / Student Trustees
Job Descriptions
&
Terms & Conditions**

PRESIDENT-WELFARE & REPRESENTATION

There are two sides to all sabbatical posts; the duties as a trustee of the Union in accordance with Charity law and the Constitution, and the duties as an elected Union administrator.

Work as a trustee of the Union will be on a voluntary basis and as such sabbaticals will be expected to do this work outside the paid core hours of the Union of 9.30am – 4.30pm (33.5 hrs per week excluding lunch breaks).

TRUSTEE

Your work as a trustee of the Union will be on a voluntary basis and you will be expected to do this work outside the core hours of the Union of 9.30am – 4.30pm (33.5 hrs per week excluding lunch breaks).

- Be a trustee of the Union
- Be a member of and attend meetings as set out in the Union Constitution and policies.
- Ensure fellow trustees, student officers, staff and representatives fulfil their duties and are representative of the membership regardless of personal politics and question their actions if their actions are deemed not to be in the best interests of the membership.
- Be a joint signatory on Union accounts

Union Treasurer

- Be Union Treasurer and ensure the Union keeps and produces accurate accounts in line with requirements Union Finance Policy and Charity Law.
- Liaise with the Finance/General Manager to ensure that trustees are regularly updated on financial matters.
- Be responsible for maintaining and enforcing the Union's Finance Policy.
- Be responsible for producing a yearly budget for all areas the Union, liaising with the Finance/General Manager.

STUDENT OFFICER DUTIES

Your work as an employee of the Union will be on a paid basis in accordance with the Union Constitution.

Hours of employment shall be 9.30am – 4.30pm (33.5 hrs per week excluding lunch breaks), trustee duties must be done outside these hours and shall not be paid for.

Once elected the post holder shall meet with the Finance/General Manager and discuss their aims for the year and the needs of the Union. The outcome of the above meeting along with the duties outlined below shall form the duties and responsibility of this post.

Key Areas Of Responsibility

- **Main spokesperson & representative of the Union**
- **Internal & external representation**
- **General advice information service**
- **Democratic processes of the Union**

General Duties

- To act as a resource to non-sabbatical Officers, Union Reps, and Volunteers and actively support them.
- Carryout work delegated to you by Union Committees.

Union Democracy & Processes (5 hrs Per Week)

- Know, understand, implement and enforce the Union's Constitution, Policies, Procedures, and Regulations.
- Be responsible for ensuring the implementation and updating of all Union policies, procedures and regulations.
- Be responsible for ensuring the implementation and updating of the Union constitution.
- Be responsible for maintaining an up to date file of Union Constitution, Policies, Procedures and Regulations, and ensuring that the information is disseminated to all parties concerned.
- Co-ordinate the Union's Strategic Plan, liaising with Student officers and Staff, and monitor the progression and development in line with the Mission Statement and aims of the Union.
- Ensure Student officers and Staff are briefed on areas of interest to the Union and policy.
- Ensure proper communication of the Union's democratic structure, and adherence to the constitution and policies in all Union decision making processes.
- Actively encourage participation in the democratic structure and processes.
- With the Returning Officer ensure that Student officers are elected by cross-campus ballot in accordance with the Election Regulations.
- Ensure the democratic appointment of all Union Representatives not voted in by cross-campus ballot.
- Ensure that all Union meetings run and that agendas and minutes are published in accordance with the Union Constitution.

Representation & Advice (20 hrs Per Week)

- Be responsible for liaising with University authorities over student discipline.
- Liaise directly with the University Vice Chancellor and senior University staff, exchanging information concerning relevant issues that affect students and the University. Fellow Student officers should attend these meetings whenever appropriate.
- Have overall responsibility for external relations, both within the University and to local and national bodies, including the police, local council, local residents, trade unions and NUS. Liaise with the NUSSL, National Union of Students and co-ordinate networking with other Unions.
- Liaise with the Representation & Development Administrator to ensure the smooth running and development of the Student Academic Representation System.
- Liaise with fellow officers and student reps to ensure the concerns of the entire student body are raised at University Committees.
- Attend the following University Committees and represent the views of the membership after consultation with fellow Student officers:
 - The Board of Governors
 - Health & Safety
 - Academic Board and its sub committees

- Library User Group
 - Equal Opportunities Committee
 - Hardship Fund panel and other welfare committees
 - Appeals Committee.
- Ensure the training of all Trustees, Student officers and Union Reps, and ensure that all officers and reps receive all appropriate training required to enable them to carry out the duties and responsibilities of their post.
 - Ensure that appropriate Student officers and Trustees are informed of any relevant communications and when necessary the Union's membership.
 - Represent the membership of the Bath Student Liaison Committee and actively participate.
 - Be responsible for the Unions' student support work. This involves the provision of academic as well as general welfare advice and support (this is not counselling).
 - Work with the University in ensuring that the welfare needs of all Union members are adequately met.
 - Be responsible for the provision of relevant information materials. This will involve obtaining published materials or co-ordinating the production of leaflets and handbooks, etc.
 - Establish contacts and obtain as much information as possible for the benefit of the membership.
 - Ensure the following groups are adequately represented (normally by appointment of representatives): Women, Mature students, LGBT, International Students, Black/Ethnic students, Students with Disability/Learning difficulties, part time students and other groups as and when a need is perceived. Work with the Voluntary Reps (e.g. mature students, SWD, LGBT, etc.) Equal Opportunities and Women's Officers to ensure welfare support groups are established.
 - Have responsibility for the promotion and representation of the Union's welfare interests on both internal and external affairs.
 - Promote the academic appeals and complaints procedures and provide advice and work with fellow Student officers and staff to provide an impartial aid to students undertaking appeals or complaints.

Functioning of the Union (5 hrs Per Week)

- Be answerable to the Trustees and Union membership via General Meetings for the administration of the Union in accordance with the Union's Constitution, Policies, Procedures and Regulations.
- Keep Trustees, Student officers and Staff updated on government and council affairs that affect the Union and the student body.
- Raise issues concerning Union services and staff through the Finance/General Manager.
- Ensure that all Union activities and services are conducted within the Union's aims and objectives, Policies, Procedures, Regulations, Constitution and the Law.
- Be responsible for the complaints and disciplinary procedures and ensure their implementation and enforcement.
- Be a member of Union committees as set out in the Union Constitution and Policies.
- Undertake any other duties of the post as set out in Union Policy.

VICE PRESIDENT CAMPAIGNS & COMMUNICATIONS

There are two sides to all sabbatical posts; the duties as a trustee of the Union in accordance with Charity law and the Constitution, and the duties as an elected Union administrator.

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TRUSTEE

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- Be a trustee of the Union
- Be a member of and attend meetings as set out in the Union Constitution and policies.
- Be ensure fellow trustees, student officers, staff and representatives fulfil their duties and are representative of the membership regardless of personal politics and question their actions if their actions are deemed not to be in the best interests of the membership.
- Be a joint signatory on Union accounts

Union Secretary

- Be Union Secretary and ensure the production and circulation of agendas, papers and minutes for all Union meetings, and ensure that the actions are disseminated, in line with Union policy.
- Know, understand, implement and enforce the Union's Constitution, Policies, Procedures, and Regulations.
- Be responsible for ensuring the updating of all Union policies, procedures and regulations.
- Be responsible for ensuring the updating of the Union Constitution.
- Be responsible for maintaining an up to date file of Union Constitution, Policies, Procedures and Regulations, and ensuring that the information is disseminated to all parties concerned.

STUDENT OFFICER DUTIES

Your work as an employee of the Union will be on a paid basis in accordance with the Union Constitution.

Hours of employment shall be 9.30am – 4.30pm (33.5 hrs per week excluding lunch breaks), trustee duties must be done outside these hours and shall not be paid for.

Once elected the post holder shall meet with the Finance/General Manager and discuss their aims for the year and the needs of the Union. The outcome of the above meeting along with the duties outlined below shall form the duties and responsibility of this post.

Key Areas Of Responsibility

- **Internal & external communications**
- **Increasing communication links with the membership**
- **Awareness & welfare campaigns**

•Promotion of democratic structure & policy**General Duties**

- To act as a resource to non-sabbatical Officers, Union Reps, and Volunteers and actively support them.
- Carryout work delegated to you by Union Committees.

Communication (15 hrs Per Week)

- Liaise with the Membership Services Manager to ensure the production and development of all Union media and publications, including:
 - Union website
 - Student paper
 - Union handbook
 - Guides To....
 - Election handbook & publicity materials
 - Entertainments publicity materials
 - Union mailings
 - Union publicity leaflet
 - Union activities, services and facility publicity materials
- Ensure that all publications comply with Union policy.
- Be responsible for improving communication between the following; officers, staff, members, local community, and the university.
- Be responsible for co-ordinating the production of all posters, leaflets, handbooks and other materials, as the post requires.
- Ensure proper communication of the Union's democratic structure.
- Actively encourage participation in the democratic structure and processes.
- Be responsible for promoting the Union at open days and co-ordinate the Unions involvement in such events.
- Liaise with fellow student officers, union staff and university staff to develop communication links with all members regardless of their mode or place of study.

Campaigns (15 hrs Per Week)

- Be responsible for the Union's awareness, academic and welfare campaign work, in line with the Welfare, Representation & Campaigns Policy.
- Co-ordinate the campaigns group to meet the needs of the membership.
- Take an active role in the development of the University and more specifically, in campaigning for the development of the University services and facilities provision.

Functioning of the Union & Representation

- Be answerable to the Trustees and Union membership via General Meetings for the administration of the Union in accordance with the Union's Constitution, Policies, Procedures and Regulations.
- Keep Trustees, Student officers and Staff updated on government and council affairs that affect the Union and the student body.
- Be a member of Union committees as set out in the Union Constitution and Policies.
- Represent the membership of the Bath Student Liaison Committee and actively participate.
- Undertake any other duties of the post as set out in Union Policy.

- Ensure the production and circulation of agendas, papers and minutes for all Union meetings, and ensure that the actions are disseminated, in line with Union policy.

VICE PRESIDENT ACTIVITIES & PARTICIPATION

There are two sides to all sabbatical posts; the duties as a trustee of the Union in accordance with Charity law and the Constitution, and the duties as an elected Union administrator.

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- Be a joint signatory on Union accounts

Union Staffing Officer

- Be Union Staffing Officer and ensure the Union keeps accurate records for all in line with requirements Union Policy and the law.
- Liaise with the Finance/General Manager to ensure that trustees are regularly updated staffing matters.
- Be responsible for maintaining and enforcing the Union's Human Resources Policies.
- Be responsible for producing yearly report on staffing liaising with the Finance/General Manager.

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Key Areas Of Responsibility

- **Increasing participation in all areas of the Union and involving all members in their Union**
- **Promotion and development of opportunities for members to develop themselves as individuals and increase their employability**
- **Promotion and development of student volunteering**
- **Administration and development of clubs and societies**

•Work with the Bar Manager to deliver and develop the Union's entertainment program.

General Duties

- To act as a resource to non-sabbatical Officers, Union Reps, and Volunteers and actively support them.
- Carryout work delegated to you by Union Committees.

Participation & Outreach (7.5 hrs per week)

- Liaise with the Union President and Representation & Development Administrator to ensure the development of provision and support for all members, regardless of mode or place of study.
- Liaising with the Vice President Campaigns & Communications, actively promote and encourage increased participation in all Union activities and services.

Student Volunteering (5 hrs per week)

- Act as a point of contact and a resource for all students involved in community volunteering.
- Regularly liaise with the University volunteer co-ordinator over all aspects of student volunteering at Bath Spa University.
- Act as the main spokesperson and figurehead of Student Volunteers within the Union.
- Liaise with Student officers and staff to raise the profile of Volunteering and its benefits.
- Actively encourage students to volunteer through campaigns and information provision.
- Continue and build on good relations with external volunteering bodies both local and national.
- Liaise with Union staff and University Staff to ensure all volunteers receive training.
- Coordinate the smooth running and development of Student Community Action projects and assist the Volunteer Co-ordinator with the promotion of the volunteering opportunities.
- Provide support and advise the Rag society, and liaise with them about charity events.
- To represent and promote the interests of Volunteers at any, and all levels, within the Union, supporting volunteers and ensuring the Union carries out its "Duty of Care".

Student Development (7.5 hrs per week)

- Work with the Membership Services Manager and the Student Representation and Development Administrator to look into activities that members can participate that will develop them as individuals and increase their employability.
- Be responsible for overseeing all Union excursions, trips and tours, and ensuring they are undertaken inline with Union policy.
- Liaise with the Membership Services Manager and co-ordinate the Unions training program, and ensure the development of the project.

Clubs & Societies (5 hrs per week)

- Act as a point of contact and a resource for all students involved in Clubs & Societies.
- Represent the Bath Spa University Students' Union with external bodies.
- Act as the main spokesperson and figurehead of all Clubs & Societies.
- Be responsible for the finances of all Clubs & Societies – to have a clear financial

overview of all Clubs & Societies spending in conjunction with the Finance/General Manager.

- Ensure that Clubs & Societies remain within their allocated budget.
- Encourage and co-ordinate the training and development of all Clubs & Societies committee members in conjunction with the Membership Services Manager.
- Oversee the organisation of major Club & Society events and activities.
- Be responsible for ensuring that all Clubs & Societies and the Union fulfil their role in the position of "Duty of Care" with regards to Health and Safety.
- Ensure the efficient and democratic functioning of Union clubs & societies, and ensure that all clubs & societies meet all requirements under the clubs & societies policy guidelines.
- Be responsible for the formation, promotion and development of new Societies at the wish of proposing members by bringing their written aims and objectives to the Union Executive Committee for approval.
- Be responsible for the updating and continued development of the clubs & societies handbook, liaising with relevant Union staff and Clubs & Societies Officer. Ensure that each Club or Society has a copy of the handbook and fulfils its criteria.
- Be responsible for ensuring that all Clubs & Societies equipment is maintained and stored securely.
- Oversee the organisation of the relevant provision for Clubs & Societies e.g. booking sports facilities, rooms etc.
- Be responsible carrying out administrative duties *e.g. affiliations, budgetary planning, ensuring members are insured etc.*
- Ensure that Clubs & Societies have trained First Aiders.

Entertainments (5 hrs per week)

- Liaise with the Bar Manager and Entertainment Representatives to ensure the smooth running and development of a varied programme of entertainments within the Union Bars in line with Union Policy.
- Liaise with the Bar Manager and Entertainment Representatives to actively encourage student involvement in Union entertainments, and ensure appropriate training is given.
- Liaise with the Bar Manager and Finance/General Manager to ensure that Freshers' Week, Summer Ball and other major Union entertainment events are co-ordinated and developed.

Functioning Of The Union

- Be answerable to the Trustees and Union membership via General Meetings for the administration of the Union in accordance with the Union's Constitution, Policies, Procedures and Regulations.
- Keep Trustees, Student officers and Staff updated on government and council affairs that affect the Union and the student body.
- Be a member of Union committees as set out in the Union Constitution and Policies.
- Represent the membership of the Bath Student Liaison Committee and actively participate.
- To undertake any other duties of the post as set out in Union Policy.

SABBATICAL TERMS & CONDITIONS (SUMMARY)

PERIOD OF OFFICE:

Sabbatical officers hold office, having been duly elected for one academic year, starting on the 1st Monday in July to the last Friday in June (depending on term dates).

The newly elected sabbatical will also be expected to attend a one week paid hand-over period during the week prior to the start of their term in office.

SALARY:

APTC Scale 11 (Pro rata)

Payment of salaries: Salaries are paid in 12 monthly instalments. All sabbaticals shall be paid on the 21st of the month or the nearest weekday to the 21st, and salaries are paid into bank or building society accounts on that day.

DUTIES & RESPONSIBILITIES:

Sabbatical Officers are expected to fulfil the duties and responsibilities set out in their job descriptions and Union Policy, failure to do so will result in disciplinary action in accordance with the Disciplinary Policy.

Sabbatical Officers are expected to produce a fortnightly written report and submit it to General Manager on their activities for the past fortnight. Failure to produce such reports will result in disciplinary action in accordance with the Disciplinary Policy.

HOURS OF WORK:

Your work as a trustee of the Union will be on a voluntary basis and you will be expected to do this work outside the core hours of the Union of 9.30am – 4.30pm (33.5 hrs per week excluding lunch breaks).

Sabbaticals should ensure that they are in the Union office during the core hours unless otherwise agreed with the General Manager.

In the event that you are required to work away from the office, you should inform the General Manager of your intentions.

Sabbatical Officers shall be expected to complete a weekly time sheet and submit it to the General Manager and must explain any unapproved leave. Sabbatical Officers shall only be paid for hours accounted for in the time-sheet; any hours that are unaccounted for shall be treated as unapproved leave.

LEAVE FOR TAKING PART IN ACTIVITIES:

Sabbatical Officers undertaking activities outside those outlined in their job description are expected to approve all such leave with the General Manager, any such leave will be deducted from the annual leave entitlement.

Any leave that is taken but not pre approved will be treated as unapproved leave and deducted from annual leave entitlement accordingly.

E.g. sabbaticals will not be paid for playing sports for the University, watching matches or going on Union trips.

ANNUAL LEAVE:

20 days, normally taken outside University terms.

Any leave taken during term time must be approved by the General Manager.

SICKNESS:

During 1st year of service – 1 month's full pay and (after completing 4 months service) 2 month's half pay.

During 2nd year of service – 2 months full pay and 2 months half pay.

Reporting procedures:

- Advise the General Manager as early as possible on the first day of any sickness absence, its cause and likely duration.
- Advise the General Manager on 4th day of absence of progress
- After 8 days a medical certificate is required
- On return to work, self-certification forms and medical certificates covering the period of absence must be forwarded.

UNAPPROVED LEAVE

Unless you have good reason (i.e. medical or personal) sabbatical officers should be in the work place acting on behalf of the membership during office hours.

Any unapproved leave or lateness will be treated as time off and will be deducted from your annual leave entitlement. All unapproved leave taken over and above your annual leave entitlement shall be treated as unpaid leave, and the hours/days deducted from ones salary.

The Trustees shall be informed of all such breaches of the sabbatical terms of office and shall take appropriate action in accordance with the Disciplinary Policy.

PERIOD OF NOTICE & TERMINATION OF CONTRACT:

Sabbatical Officers are required to give one calendar months notice in writing to terminate your employment

Termination of this contract by the Union will be in accordance with the Removal of Union Officers and Representatives Procedures

NOTES:

Sabbatical Officers are expected to spend at least one full day a week at one of the University's other sites.