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**Role Description**

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| **Job title** | Sabbatical Officer  President Exeter (Academic and Governance) |
| **Salary** | £24,344 per annum |
| **Hours** | Full-time, 35 hours per week, all year  Usually, to be worked on a 7 hour a day basis, Monday to Friday although some evening and weekend work will be required. |
| **Location** | The post holder will be primarily based at the Penryn campus but will be required to work regularly and flexibly across all campuses. There may also be an element of Home Working. |
| **Responsible to** | The membership of Falmouth & Exeter SU (CEO for all matters concerning your employment contract.) |
| **Responsible for** | None |
| **Contract** | Fixed term contract starting on 30 June 2025 to 26 June 2026. You must also be available for training (which will be paid) from 18 June 2025 until your start date. |

**Job Purpose**

* To be the recognised academic representative for members studying at the University of Exeter, attending high-level meetings.
* Be the primary student representative within the University of Exeter Governance structures, for example, Council.
* Represent student views to the University of Exeter, FX Plus, local and national bodies.
* To consult with the student members, both formally and informally, and represent their interests appropriately.
* To be a Sabbatical Trustee of the Students’ Union ensuring the organisation is fulfilling its charitable purpose.
* To support the development of the University of Exeter Student Rep system.
* Work closely with the other Sabbatical Officers on joint priority campaigns to improve the student experience for all Union members.

**Key Responsibilities and Duties**

* To effectively represent the views of students to the University of Exeter to advance the experience of our members.
* To represent and contribute to high-level University of Exeter Meetings, such as Council.
* To be aware of, and involved in, current and future developments of the University of Exeter, representing students’ views as appropriate.
* Attend the University of Exeter student course rep meetings where appropriate and follow up issues that may arise
* To attend, and report to, the Student Forum and Student Members’ Meeting(s) ensuring the implementation of policies passed by students.
* Attend and support at relevant key events, particularly Welcome Fayre, Elections and priority campaign events, i.e. Mental Health Awareness week.
* Represent Falmouth and Exeter Students’ Union, on relevant committees planning groups and professional networks and maintain positive relationships with institutional colleagues and external partners.
* To work together as a team to strengthen and advance the aims of the Students’ Union in the interests of all our members.
* To participate in interview panels when recruiting SU staff.

**Trustee Duties**

Further to the powers and responsibilities as outlined in the Constitution, all trustees have a collective duty and responsibility to:

* Ensure the SU is carrying out its purposes for the public benefit.
* To be a trustee of The SU, and as such, to take (collective) responsibility for the effective operation of the organisation, making informed decisions for the benefit of students and The SU as a corporate entity.
* Contribute to the development of the Union’s strategy, aims and values. Promote and defend the Union’s values.
* Contribute to the monitoring and evaluation of the Union’s work.
* Ensure adherence to The SU policies and procedures and where necessary, contribute to the amendment or development of a policy.
* Be active in managing the reputation of the students’ union.
* To support and be a member of The SU committees, as required
* Carry out any other duties which are reasonably within the scope of the role; or as set out in the Constitution & Bye-Laws; or as mandated by the Board or Student Council.
* To agree with the other Sabbatical Officers who will be the Chair of the Board of Trustees.
* Manage any conflicts of interest appropriately.

# **General Staff Duties and Responsibilities**

* To always work in line with the Students’ Union Mission, Vision and Values, working with others to provide a supportive, responsive, student-centred environment and services.
* To embrace our Organising Principles, interweaving them throughout your day-to-day activities.
* To actively support volunteers and employees in playing a full role in decision-making and activities, ensuring that the Students’ Union maintains a student-led ethos.
* To always present a positive image of the Students’ Union, through every aspect of your work.
* To ensure that all relevant policies, procedures and agreed protocols are adhered to, taking a sustainable approach within the workplace.
* To contribute to the Students’ Union planning, review, monitoring and reporting processes and activities.
* To participate in the Students’ Union team meetings and activities and attend other meetings as agreed.
* To actively support the equality, diversity and inclusion policies of the Students’ Union, University of Exeter and Falmouth University.
* To respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation.
* To attend training courses as identified and agreed for appropriate development.
* To participate in the Annual Performance Development Review Process.
* To communicate, liaise and maintain effective working relationships with colleagues within Falmouth University, University of Exeter and FX Plus, as well as individuals and outside organisations and the institutions e.g. suppliers, promoters, local businesses, media / press contacts, etc.
* Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
* To undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved.
* To attend all Staff Development Days and training as required.