



# Activities Officer

## Role Description

Term of office:

03/07/23 - 28/06/24

Salary:

£21,840

Contract hours:

35 hours per week

## Key Responsibilities

Of all Sabbatical Officers:

- To fulfil your manifesto to the best of your ability. These are the ideas that you promise to students you will work on if elected.
- To implement and uphold the [Articles](#), [By-Laws](#) and [Policy of the Union](#).
- To be the voice of the students at Union meetings, including General Meetings (e.g. the AGM), Ideas Forum (the group responsible for consulting on and implementing student ideas), Officer Group (the official meeting of Part-time and Full-time Officers) and any other required meetings. Sabbatical officers are also responsible for carrying out any actions they were assigned to in these meetings.
- Being open with the student body about your work, by communicating with students about your current projects, producing termly Officer Reports and participating in Officers Q&As.
- To represent students in senior University meetings and committees.
- To work with and support other elected representatives to fulfil their roles,



such as Part-time Officers and Academic Reps.

- To campaign and consult members on their views and speak on their behalf.
- To promote and defend the rights of all students. For example, campaigning for solutions to issues that are affecting students, including campaigning for accessibility and sustainability across student life.
- To liaise with local and national bodies, including the Heslington Parish Council, the City of York Council, York MPs and Parliament, to ensure students' interests and needs in the community are high on the political and public agenda.
- To promote opportunities to get involved in the Union, ranging from social activities to representation and support services. YUSU is committed to encouraging all students to participate and have their voice heard; celebrating and encouraging difference and diversity.

#### Of the Activities Officer:

- Chair Societies Committee and Media Committee to work closely with society and media representatives and committees to support and enhance their work
- Act as the representative of the Union on matters concerning student activities, both to the University and other external bodies
- Proactively encourage student participation in activities, ensuring that activities are inclusive and 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
- Work with other Officers, volunteers and staff members in delivering high-quality collaborative events and projects.



## Opportunities

- To lead a multi million pound charity as one of your first jobs - not many people can say that!
- To be an Officer Trustee of a Charity, developing experience in skills such as strategic planning, partnership work and negotiation.
- Work with a range of people across the University to organise and deliver large scale projects that will make long-lasting change and benefit students.
- To attend national conferences and share best practice with student unions across the country.
- Develop skills in leadership, advocacy and campaigning, as well as a wealth of experience in policy building, research and working in a political environment - all of which will greatly enhance your future employability.
- To work closely with other elected leaders across campus from Part-time Officers to Society Presidents.

## Support

- You aren't on your own. You will be supported by a skilled staff team who will help you to achieve your manifesto and fulfill your role. YUSU charity has over 40 professional staff who will be there to support you day in day out, using their skills and experience to help deliver and enhance your ideas.
- You will be supported by a specific link staff member, who will be your main contact for work on your manifesto
- You will also have a mentor from our Senior Management Team who will help you to develop professionally.
- You will receive training to help provide you with all the tools and knowledge needed to carry out your role to the best of your abilities. You will also have the opportunity to attend wider training that will benefit your professional skills throughout the year. This training can include sessions on conflict resolution, unconscious bias and wellbeing from Student Minds.
- You'll also work closely with senior University managers who have a wealth of



knowledge and experience they can share with you.

## Working at YUSU

As part of the YUSU team, you'll be joining a registered charity that aims to represent, support and enhance the lives of students at the University of York, both inside and outside the classroom. YUSU's mission is to build power and create connections that break down barriers and enable members to thrive as students and citizens. We take support for our people really seriously, and pride ourselves in creating an environment where people enjoy coming to work. Therefore we offer the following to full-time staff:

- We have a flexible working policy meaning you are able to make work, work for you. We believe flexible working benefits everyone, supporting wellbeing, performance and engagement and so we offer some of the most flexible working patterns you'll see anywhere.
- 38 day total leave package for all our full-time staff, with a company-wide closedown over the Christmas period.
- Volunteering leave of 3 days per year if you wish to take it.
- Generous benefits package including team away days, social events and high street discount scheme.
- Investment in development and wellbeing, including health and wellbeing resources, a 24 hour counselling service and a team of trained Mental Health First Aiders.
- Be part of an inclusive workplace, where everyone is welcome and can be the best versions of themselves, whatever your background, religion, identity or relationship status. We empower you to bring your full authentic self to work.