

Job Title: Arts Officer of The University of Stirling Students' Union

Job Role: Voluntary for 1 Academic Year

Job purpose: Executive Officers shall sit on the Union's Executive Council and shall be responsible for the implementation of policy passed by the general meeting or referenda, representing and championing the rights and views of all students at the University of Stirling, and undertaking projects within their Officer remit. Each Executive Officer will operate within a zone which is chaired by a sabbatical officer. Vice President Communities oversees the Communities Zone.

Areas of Work

- Responsibility for ensuring the interests of all existing (SUDS, SULMS, SMT, Art, Creative Writing) and new Arts Societies, founded on a close working relationship with representatives of each.
- Managing the relationships between these societies and outside bodies or organisations they utilise such as The MacRobert Arts Centre – ensuring these affiliations are upheld fairly by all parties.
- Ensures the upkeep and development of Airthrey Cottage and maintains the relationship between the societies and those who are responsible for keeping the space safe and useable.
- Works in collaboration with the VP Communities in the pursuit of fostering new opportunities for all students at the University with an interest in the Arts.
- Represent the interests of the student body to appropriate internal and external bodies.
- Ensure that the executive officers, as individuals and the Union collectively, adheres to the Education Act 1994.
- Be available for consultation with the student body both formally and informally in order to represent their interests appropriately.
- Hold standing policy as a binding document and effectively carry out its mandates.
- To adhere to, and ensure, implementation of the Students' Union's Equal Opportunities Policy.
- To familiarize themselves with, and ensure adhere to appropriate operational policies, including staff student protocol, health and safety and financial procedures.
- Attend all appropriate training events and conferences to ensure familiarity with their role and current issues affecting students.
- Attend the annual and general meetings, executive council, Union committee meetings and all other meetings relevant to their role.

Relationships:

Internal:

- Vice President Communities
- Other Sabbatical Officers
- Executive Part-Time Officers
- Activities & Volunteer Coordinator
- Union staff

External:

- University of Stirling Academic and Non-Academic staff
- University of Stirling Sport staff
- National Union of Students
- External Governing and or Student Support Bodies

Meetings: General Meetings, Executive Council, Communities Zone, Communities Zone Executive Committee, and other relevant meetings.

Benefits of the Role:

- Gain an in-depth knowledge of the workings of The Students' Union and University.
- A voluntary role which is taken alongside your studies.
- Training and personal development opportunities tailored to the individual role.
- Gain experience of leading, developing and supporting campaigns for change.
- Practical real-life experience.
- Develop leadership skills and gain experience of leading an organisation.
- Documented on your academic transcript.
- A reference for future employers

The Students' Union- what do you need to know?

We are a democratic membership led organisation

The Students' Union is a democratic membership led organisation, which means we are run by students for students. This means all the Officer positions that students hold are elected. Elections are nothing to be scared of, and we will ensure you are supported through them. If you are successfully elected to the role, you would be part of the student leadership team and The Students' Union will actively listen to you in order to ensure everything we do is for students and what students want.

We run a number of services and opportunities for students

The Students' Union runs several services and opportunities for students, from academic representation to sports and societies, cafés, a bar and shop, the Students' Union is here to encourage students to join in, speak up and be more.

We actively listen to the voice of student leaders

As a Sabbatical Officer, you will be involved in the most important decisions the University makes. The significance of being the figurehead of an organisation representing 14,000 students also opens doors to work with many other important figures. With this level of influence comes the responsibility to engage the student population and find out the issues that matter to them most. Lobbying, campaigning, surveying, researching, relationship building, negotiating and networking are just some of the tactics you will use and skills you will develop to achieve student goals.

We train, support and provide opportunities for our student leaders

As an elected Student Officer, you will receive training and support from The Students' Union about your role. The training will include expectations of the role, how to communicate effectively, how to get the most out of the role, support available and how to use the skills you will develop.

We have a team of staff here to support student leaders

The role of staff members is to help ensure the running of The Students' Union, responding to students' needs and aspirations. From finance, HR, societies, sport, democracy and representation, environmental, communications and events, to the Chief Executive, these staff members can help you be successful in your role. You can contact them via email or arrange a meeting in one of The Students' Union offices to meet them.

We are working towards the future Union Strategy

The Students' Union is currently working towards future Union Strategy Plans and your role is an integral part of the strategy, ensuring everything we do is student led and driven.

