

VOLUNTEER OFFICER HANDBOOK

2025 - 2026



university of stirling
students'
union



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ROLE DESCRIPTIONS – EDUCATION ZONE

ENGAGEMENT OFFICER	<ul style="list-style-type: none"> • Collaborate with Sabbatical Officers and Faculty Officers to promote and enhance the academic representative network. • Partner with Sabbatical Officers and students to foster active engagement and secure educational improvements through consultation. • Plan and implement education-related campaigns, events, and materials to enhance the student experience at Stirling.
POSTGRADUATE OFFICER	<ul style="list-style-type: none"> • Organise campaigns to raise awareness of issues affecting both Taught and Research Postgraduate students. • Collaborate with the Vice President Education, Education Zone members, Postgraduate Faculty Officers, and Union staff to better represent Postgraduate students and foster an active, engaged community.
MATURE STUDENTS' OFFICER	<ul style="list-style-type: none"> • Organise campaigns to raise awareness of issues affecting mature students, as defined by the University of Stirling. • Collaborate with the Vice President Education, Education Zone members, and Union staff to improve representation and foster an engaged community for mature students.

ROLE DESCRIPTIONS – EDUCATION ZONE

<p>PARENTS AND CARERS OFFICER</p>	<ul style="list-style-type: none"> • Organise campaigns to raise awareness of issues affecting students who are parents and/or carers, based on the Scottish Government's latest policy definitions. • Collaborate with the Vice President Education, Education Zone members, and Union staff to enhance representation and build an engaged community for students with parental and/or caring responsibilities.
<p>CARE EXPERIENCED STUDENTS OFFICER</p>	<ul style="list-style-type: none"> • Organise campaigns to raise awareness of issues affecting care-experienced students, based on the Scottish Government's latest policy definitions. • Collaborate with the Vice President Education, Education Zone members, and Union staff to improve representation and build an engaged community for care-experienced students.
<p>ALTERNATIVE PATHWAYS OFFICER</p>	<ul style="list-style-type: none"> • Organise campaigns to raise awareness of issues affecting students from alternative pathways, such as those coming from the workplace or Forth Valley College. • Collaborate with the Vice President Education, Education Zone members, and Union staff to enhance representation and foster an engaged community for alternative pathways students.

ROLE DESCRIPTIONS – EQUALITIES ZONE

<p>EQUALITIES OFFICER (BAME)</p>	<ul style="list-style-type: none"> • Organise events to raise awareness of the BAME equality movement. • Partner with relevant student societies to create and implement campaigns that support the BAME community and self-defining BAME students. • Work with Sabbatical Officers and Union staff to ensure equality of opportunity across all Union services, activities, and campaigns, promoting an inclusive environment. • Collaborate with external organisations and charities to host local and national events and campaigns.
<p>EQUALITIES OFFICER (DISABLED)</p>	<ul style="list-style-type: none"> • Organise events to raise awareness of the disabled equality movement. • Collaborate with Union staff, Sabbatical Officers, University departments, and self-defining disabled students to deliver campaigns supporting the disabled community. • Work with Sabbatical Officers and Union staff to integrate equality of opportunity across all Union services, activities, and campaigns, ensuring an inclusive environment for all students. • Partner with external organisations and charities to host local and national events and campaigns.
<p>EQUALITIES OFFICER (WOMEN)</p>	<ul style="list-style-type: none"> • Organise events to raise awareness of the women's equality movement. • Work with self-defining women students to identify and implement ideas that advance the women's movement. • Collaborate with Sabbatical Officers and Union staff to ensure equality of opportunity across all Union services, activities, and campaigns, fostering an inclusive environment. • Partner with external organisations and charities to host local and national events and campaigns.

ROLE DESCRIPTIONS – EQUALITIES ZONE

EQUALITIES OFFICER (LGBT+)	<ul style="list-style-type: none">• Organise events to raise awareness of the LGBTQ+ equality movement.• Partner with relevant student societies to develop and deliver campaigns that support the LGBTQ+ community and self-defining LGBTQ+ students.• Collaborate with Sabbatical Officers and Union staff to ensure equality of opportunity across all Union services, activities, and campaigns, fostering an inclusive environment.• Work with external organisations and charities to host local and national LGBTQ+ events and campaigns.
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ROLE DESCRIPTIONS – COMMUNITIES ZONE

ARTS OFFICER	<ul style="list-style-type: none"> • Ensure the interests of all art societies, founded on a close working relationship with representatives from each • Support art societies with external relationships, such as the Macrobert Arts Centre, and ensure these affiliations are upheld fairly by all parties • Ensure the upkeep and development of the Creative Cottage and maintain the relationship with the societies and those responsible for keeping the space safe and useable • Work in collaboration with the Vice President Communities in the pursuit of fostering new opportunities for all students at the University with an interest in the arts
CO- CURRICULAR OFFICER	<ul style="list-style-type: none"> • Coordinate and lead the charitable work of the Union in raising funds deemed worthwhile by the student body • Develop community projects with the aim of improving employability as well as promoting the Union's existing volunteering projects • Work closely with society committees to promote co-curricular involvement and its benefits to well-being, employability and the community • Support the Communities Team with their campaign efforts to help cultivate a sense of place within the student community
HOUSING OFFICER	<ul style="list-style-type: none"> • Oversee University of Stirling students' issues relating to public and private housing • Ensure there is a continued focus on student housing in the work of the Students' Union and the University • Partner with the Vice President Communities to ensure housing funds are allocated fairly and equitably • Chair the Housing Committee and support the delivery of a report to provide recommendations for our University going forward • Help organise Housing Forum meetings to allow students to raise concerns regarding their University and private accommodation

ROLE DESCRIPTIONS – COMMUNITIES ZONE

INTER- NATIONAL OFFICER	<ul style="list-style-type: none"> • Identify and organise campaigns to raise awareness of the relevant issues affecting international students • Help cultivate a sense of community for our international students • Work with the Vice President Communities to organise and host the International Festival (or equivalent), International Day of Culture, and other events/activities aimed at engaging the university's international community • Liaise and work with the international student population, discovering relevant issues and concerns, whilst sharing good practice and ideas
MEDIA OFFICER	<ul style="list-style-type: none"> • Ensure the Union's media outlets/societies remain accountable, beneficial and communal to the student body • Assist in the coordination of training opportunities for the student body to develop their employability • Ensure the media societies are working together and act as an effective link between them and the Executive Council • Work on increasing media engagement with the student body by encouraging society engagement and collaborations • Ensure the upkeep and development of the Media Office, and maintain the relationship with the societies and those responsible for keeping the space safe and useable
SUSTAINABILIT Y OFFICER	<ul style="list-style-type: none"> • Contribute towards the Union's campaigns and activities across sustainability work, including but not limited to: environmental projects, biodiversity, and ethical consumption • Run, in partnership with other relevant officers and staff, campaigns relating to ethical, environmental and biodiversity concerns on our campuses and across the wider community • Work effectively with Sabbatical Officers on specific environmental and ethical issues • Champion the Union's work on the UN Sustainable Development Goals

ROLE DESCRIPTIONS – SPORTS ZONE

<p>HEALTH & WELLBEING OFFICER</p>	<ul style="list-style-type: none"> • Promote physical, mental, social, and sexual well-being to all students through online platforms and targeted events, partnering with local and national organisations for campaigns. • Collaborate with Sabbatical Officers and Union staff to develop and promote health-focused campaigns. • Advocate for the benefits of sports and physical activity across all four Zones. • Assist the Sports President and Sports Union Executive in organising the end-of-year Sports Ball.
<p>SPORTS PARTICIPATION & ENGAGEMENT OFFICER</p>	<ul style="list-style-type: none"> • Encourage all students, especially those new to Sports Union activities, to participate, with a focus on non-competitive and social sports. • Collaborate with the Sports President to develop initiatives that boost active participation in physical activities. • Identify areas for improvement in engagement and create new initiatives to build a more active sporting community. • Assist the Sports President and Sports Union Executive in organising the end-of-year Sports Ball.
<p>SPORTS COMMUNICATION OFFICER</p>	<ul style="list-style-type: none"> • Share Sports Union activities with students and the wider community, both online and in person. • Promote and update sports team results weekly through Sports Union social media and other channels. • Assist the Sports President with the #BleedGreen initiative. • Collaborate with the Sports President and Sports Union Executive to organise the end-of-year Sports Ball. • Work with the Media Officer and media outlets to regularly promote the Sports Union, its activities, and achievements.

All officers are expected to...



Deliver change projects and campaigns based on their manifestos



Ensure the implementation of, and adherence to, an effective Equality, Diversity, and Inclusion (EDI) policy



Attend all appropriate training events and conferences to ensure familiarity with their role and current issues affecting students



Coordinate and liaise with relevant staff/officers to ensure their projects are supported and goals are achieved

ENGAGING WITH STUDENT GROUPS

TOP TIPS:

- Reach out to Societies/Sports Clubs
Instagram Email
- Go along to their events
- Email committee members
- Contact Sabbs to connect you with student groups

Project Planning

What is campaigning?

- To work in an organised and active way toward a particular goal, typically one that is political or social.
- An opportunity to make change by striving for what one believes is right.
- An ongoing process – not a means to an end – but it is still important to set goals and plan effectively.

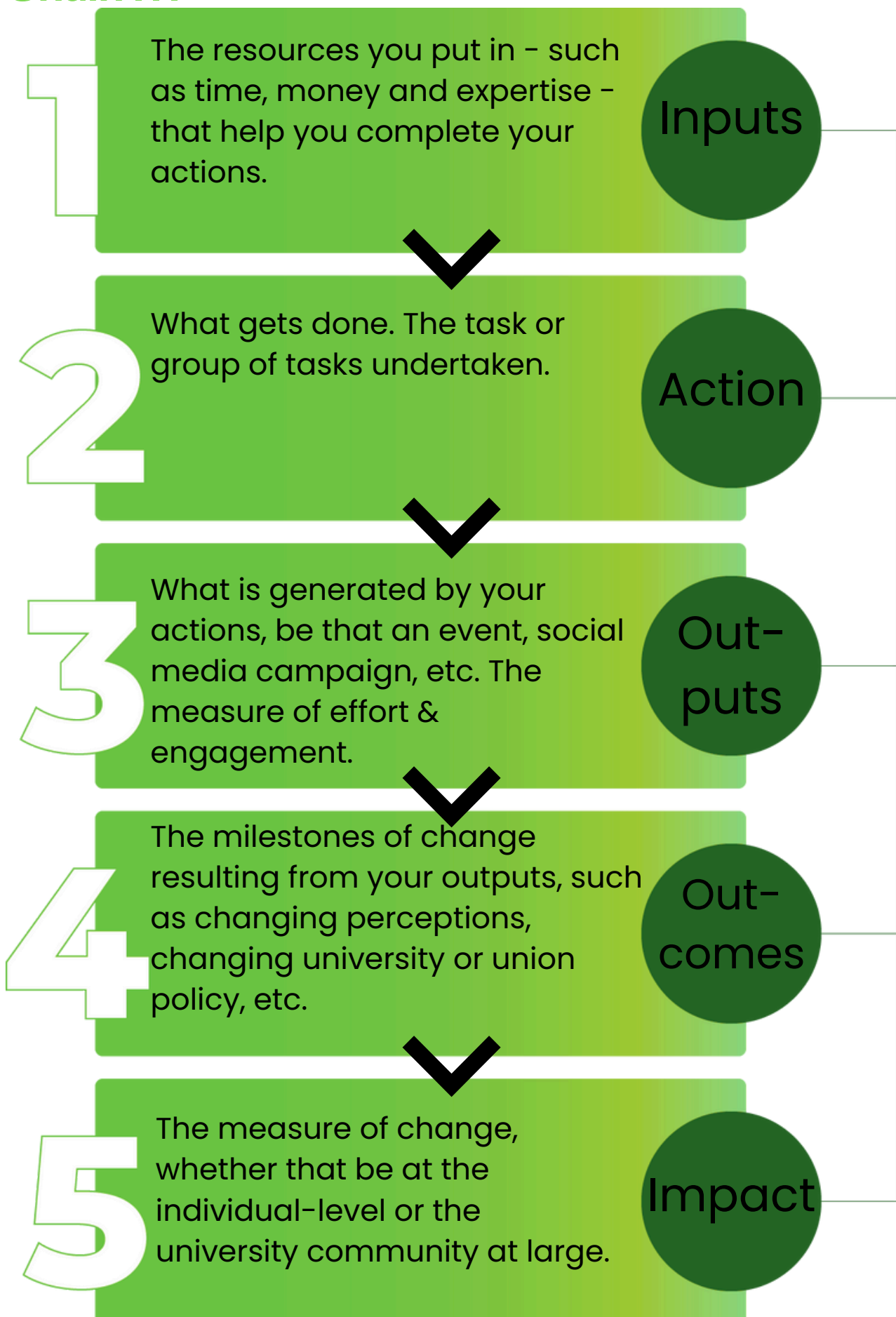
Consider WHY you were elected & WHO you were elected by

- Who is your target demographic?
- What are their wants and needs?
- Are these wants/needs being met?
- If not, why?
- What can you do to improve their experience?
- Is there a time restraint on when their needs must be met?

Create an outline for your project

- What is the project?
- Why is it important/necessary?
- Who will you need support from?
- What is the timeline for the project?
- Where will your project take place?
- How will you take the necessary steps to ensure it is successful?

When planning a project, consider the **Impact Chain** . . .



Remember to consider important dates when planning your projects.

September

- Welcome Week
- Stirling Pride
- National Inclusion Week
- Women's March

October

- Black History Month
- Diwali
- Autumn Elections
- Reading Week

November

- Islamophobia Awareness
- Movember
- Transgender Awareness Week
- Disability History Month
- 16 Days of Activism

December

- World AIDS day
- Hanukkah
- Christmas
- Exams

January

- Welcome Week
- Veganuary
- Holocaust Memorial Day
- Burns Night

February

- LGBT History Month + StirPride Week
- Lunar New Year
- Ramadan
- Spring Elections

March

- Women's History Month
- Holi
- Eid
- Reading Week
- Neurodiversity

April

- Easter
- Exams

THIS LIST IS NOT EXHAUSTIVE!

FUNDING OPPORTUNITIES

Develop a budget plan for your projects and apply for funding! This will help you achieve the goals you set in your manifesto.



STIRLING FUND

This fund supports our student community by awarding small grants for activities that contribute to University life. It opens in October.

VICE CHANCELLOR'S FUND

This fund focuses on projects which enhance the student experience across the wider student community



FUNDING SCOTLAND



Use this search engine to find external funding opportunities in Scotland for projects big or small.
funding.scot

A GOAL SETTING EXERCISE

What parts of your
manifesto are most
important?

Where can you improve
the student experience?

Where do you see
yourself next year?

What do you want to
have achieved in a
years' time?

MONTHLY CHECK-INS

with your Sabb and Coordinator

To ensure you are on track to achieve your goals and have the full support of the Students' Union, it is important to schedule regular check-ins with your Zone supervisors.

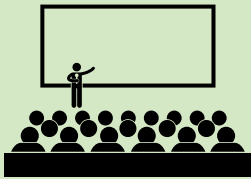
This will be an opportunity for you to share progress on your project(s), as well as to explore opportunities (e.g., funding options, event spaces, etc.) and request any additional support.

These will be brief appointments either in-person or over MS Teams.



Your Education Zone Responsibilities

YOU HAVE CERTAIN RESPONSIBILITIES THAT PERTAIN TO YOUR ROLE AS AN ELECTED OFFICER WITHIN THE UNION'S EDUCATION ZONE.



Education Zone Meetings

- You should attend all 4 Education Zone meetings throughout the academic year.
- During these meetings, you shall give a brief report on what you have been working on as an elected officer, as well as give any other relevant updates.
- Should you be unable to attend a meeting, you must send your apologies ahead of time to the VP Education, along with your report for them to read on your behalf.

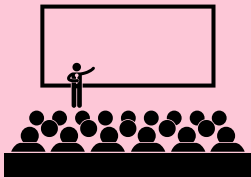


General Meetings

- These meetings occur on a Thursday, typically twice a semester.
- The motions proposed by students will often have a direct impact on societies, as well as the student body at large. It is therefore imperative for you to attend these meetings throughout the year so that you can vote on the issues important to you.
- You are also encouraged to submit your own motions, as this will help you achieve your goals set out in your manifesto.

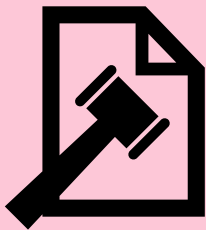
Your Equality Zone Responsibilities

YOU HAVE CERTAIN RESPONSIBILITIES THAT PERTAIN TO YOUR ROLE AS AN ELECTED OFFICER WITHIN THE UNION'S EQUALITY ZONE.



Equality Zone Meetings

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- During these meetings, you shall give a brief report on what you have been working on as an elected officer, as well as give any other relevant updates.
- Should you be unable to attend a meeting, you must send your apologies ahead of time to the President, along with your report for them to read on your behalf.

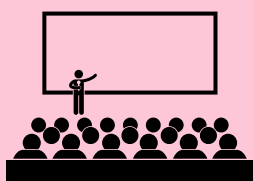


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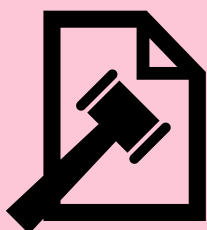
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- During these meetings, you shall give a brief report on what you have been working on as an elected officer, as well as give any other relevant updates.
- Should you be unable to attend a meeting, you must send your apologies ahead of time to the VP Communities, along with your report for them to read on your behalf.



Communities Zone Executive Committee (CZEC)

- There are 5 CZEC meetings throughout the academic year.
- Your attendance at these meetings is **vital**. If you are absent, this may result in the meeting not being quorate. If the meeting is not quorate, then the decisions to approve new societies, grant funding from the Societies' Grant, and amend society constitutions are **invalid**.
- Should you be unable to attend a meeting, you must send

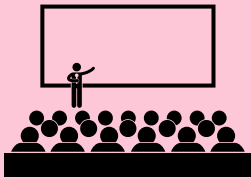


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- You are also encouraged to submit your own motions, as this will help you achieve your goals set out in your manifesto.

Your Sports Zone Responsibilities

YOU HAVE CERTAIN RESPONSIBILITIES THAT PERTAIN TO YOUR ROLE AS AN ELECTED OFFICER WITHIN THE UNION'S SPORTS ZONE.



Sports Zone Meetings

- You should attend all 4 Sports Zone meetings throughout the academic year.
- During these meetings, you shall give a brief report on what you have been working on as an elected officer, as well as give any other relevant updates.
- Should you be unable to attend a meeting, you must send your apologies ahead of time to the Sports Union President, along with your report for them to read on your behalf.



Sports Zone Executive Committee (SZEC)

- There are 5 SZEC meetings throughout the academic year.
- Your attendance at these meetings is ²**vital**. If you are absent, this may result in the meeting not being quorate. If the meeting is not quorate, then the decisions to approve new societies, grant funding from the Societies' Grant, and amend society constitutions are **invalid**.
- Should you be unable to attend a meeting, you must send your apologies ahead of time to the VP Communities.



General Meetings

- These meetings occur on a Thursday, typically twice a semester.
- The motions proposed by students will often have a direct impact on societies, as well as the student body at large. It is therefore imperative for you to attend these meetings throughout the year so that you can vote on the issues important to you.
- You are also encouraged to submit your own motions, as this will help you achieve your goals set out in your manifesto.

Key Contacts – Education Zone

YOUR PRIMARY CONTACTS:

Vice President Education, Adelayo Adebayo:
education.union@stir.ac.uk

Student Representation Coordinator, Ines
Coutinho: **ines.coutinho@stir.ac.uk**

Please cc your VP Education in all correspondence so they can be kept up-to-date on your ongoing projects and provide you with further support.

UNION STAFF

Union President, Justine Pédussel: **president.union@stir.ac.uk**

Sports President, Laura Shaw: **sports.union@stir.ac.uk**

Vice President Communities, Ellie Hammond: **communities.union@stir.ac.uk**

Communications Manager, Nick Manton: **n.d.manton@stir.ac.uk**

Communications, Marketing, and Events Coordinator, Lisa McCormick:
lisa.mccormick@stir.ac.uk

Student Voice Manager, Jeremy Harvey: **jeremy.harvey@stir.ac.uk**

Sustainability Development Coordinator, Gabi Brame: **gabi.brame@stir.ac.uk**

UNIVERSITY CONTACTS

Estates & Campus Services Admin: **ecsadmin@stir.ac.uk**

Maintenance Defects (for repairs): **maint@stir.ac.uk**

Accommodation Services: **accommodation@stir.ac.uk**

Careers Education & Information Coordinator, Morgan Anderson:
morgan.anderson@stir.ac.uk

University Communications Office: **communications@stir.ac.uk**

Stirling Venues (for use of the university's venues): **stirlingvenues@stir.ac.uk**

Macrobert Arts Centre: **admin@macrobertartscentre.org**

Key Contacts – Equalities Zone

YOUR PRIMARY CONTACTS :

Union President , Justine Pédussel:

president.union@stir.ac.uk

Student Representation Coordinator, Ines

Coutinho: **ines.coutinho@stir.ac.uk**

Activities & Volunteer Coordinator, Jordyn

Austin: **jordyn.austin@stir.ac.uk**

Please cc your Union President in all correspondence so they can be kept up-to-date on your ongoing projects and provide you with further support.

UNION STAFF

Sports President, Laura Shaw: **sports.union@stir.ac.uk**

Vice President Communities, Ellie Hammond: **communities.union@stir.ac.uk**

Vice President Education, Adelayo Adebayo: **education.union@stir.ac.uk**

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lisa.mccormick@stir.ac.uk

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Key Contacts – Communities Zone

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Vice President Communities, Ellie Hammond:
communities.union@stir.ac.uk

Activities & Volunteer Coordinator, Jordyn Austin:
jordyn.austin@stir.ac.uk

Student Representation Coordinator, Ines Coutinho:
ines.coutinho@stir.ac.uk

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Key Contacts – Sports Zone

YOUR PRIMARY CONTACTS :

Sports President, Laura Shaw:

sports.union@stir.ac.uk

Sport Development Coordinator, Callum Ball

callum.ball@stir.ac.uk

Student Representation Coordinator, Ines

Coutinho: **ines.coutinho@stir.ac.uk**

Please cc your Sports President in all correspondence so they can be kept up-to-date on your ongoing projects and provide you with further support.

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MARKETING & EVENT PLANNING

SOCIAL MEDIA

PROMOTE AWARENESS OF YOUR ROLE & EVENTS.

BUILD & ENGAGE WITH STUDENT COMMUNITY & STUDENT GROUP MEMBERS.

WHAT'S UNIQUE ABOUT YOUR POSITION THAT YOU CAN SHOWCASE ONLINE.

STORYTELLING – SHARE YOUR ACHIEVEMENTS & WINS.

SOCIAL MEDIA – APPROPRIATE USE

LANGUAGE, GRAPHICS/PHOTOS & VIDEOS – NO OFFENSIVE, SENSITIVE OR HARASSMENT CONTENT INCLUDING SWEARING, RACIST, NUDITY OR SEXUAL BEHAVIOUR (I.E. COMMENTS, MEMES & EMOJIS).

UNDERSTAND THAT YOUR **SOCIAL PAGE REPRESENTS YOU AS WHOLE** (INCLUDING FIRST IMPRESSION).

AVOID ENGAGING IN BACK/FORTH WITH PEOPLE WITH DIFFERENT VIEWS & ALSO TAKING DISAGREEMENTS OFFLINE.

POSTS ARE PUBLIC AND CAN BE RE-SHARED, SCREENSHOTTED & STORED FOREVER!

SOCIAL MEDIA –CONTENT ADVICE

INSTAGRAM & TIK TOK – COPYRIGHT SONGS.

EXPLICIT SONGS – LISTEN BEFOREHAND & BE CAREFUL.

SEEK PERMISSION – FROM THOSE BEING FEATURED.

CONSIDER VIRAL TRENDING VIDEO CONTENT –
I.E.AUDIO, CHALLENGE, MEME (IF APPROPRIATE).

USE SUBTITLES ON VIDEOS & IMAGE ALT TEXT FOR IMAGES
(IMAGES CANNOT BE DISPLAYED & THOSE WITH SIGHT ISSUES).

BEST TIME OF DAY TO POST FOR BEST ENGAGEMENT – EVENING BEST.

SOCIAL MEDIA –WHAT A “GOOD” PROFILE LOOKS LIKE

CLEAR & WELCOMING BIO – INCLUDES: SOCIETY’S NAME, SHORT DESCRIPTION, UNI NAME/TAG,
HOW TO GET INVOLVED (WHEN/WHERE DO YOU MEET).

USE LINKTREE FOR SIGNUPS, TRAINING TIMES, WEBSITES ETC (ALSO KEEP UP TO DATE).

KEEP CHANNELS UPDATED WITH REGULAR RELEVANT CONTENT – DON’T LET IT GO STALE!

CROSS-PROMOTE CHANNELS – SHARE CONTENT ACROSS PLATFORMS AND ENCOURAGE FOLLOWERS TO FOLLOW YOU ON OTHER CHANNELS AS WELL.

SOCIAL MEDIA –EXTRA ADVICE

COLLABORATE: WHERE APPROPRIATE, LOOK TO WORK CLOSELY WITH UNIVERSITY DEPARTMENTS AND OTHER SOCIETIES.

MAKE A SOCIAL CONTENT PLAN & USE FREE SCHEDULING APPS LIKE HOOTSUITE, BUFFER.

GET INSPIRED – TAKE INSPIRATION FROM OTHER SOCIETIES INCLUDING OTHER UNIVERSITIES.

EVALUATE PLATFORM PERFORMANCE: ASSESS OFTEN THE DATA ANALYTICS OF EACH SOCIAL MEDIA PLATFORM.

**DON'T FORGET – COLLAB & SHARE YOUR STORIES WITH STUDENTS' UNION, TAG @STIRLINGUNION
HAVE A GOOD NEWS STORY? – EMAIL THEUNION@STIR.AC.UK
WITH GRAPHICS/PHOTOGRAPHS**

THINK BEFORE POSTING:

IS THIS TRUE?

IS THIS HELPFUL?

IS THIS INSPIRING?

IS THIS NECESSARY?

IS THIS KIND?

**TAKE RESPONSIBILITY & CARE –
CREATE A POSITIVE
& IMPACTFUL EXPERIENCE FOR
EVERYONE!**

BRANDING – LOGOS

WHY USE LOGOS?

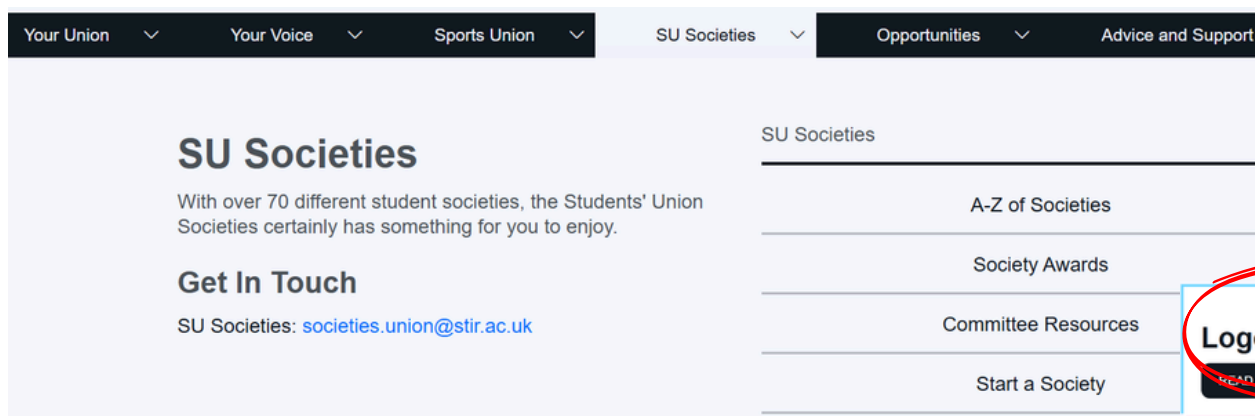
- **CONSISTENT BRANDING**
- **VISUAL IDENTITY**
- **EASILY RECOGNISABLE**
- **BUILDS TRUST WITH FOLLOWERS ACROSS CHANNELS/PLATFORMS**

ALL STUDENT ACTIVITIES **MUST INCLUDE THE STUDENTS' UNION LOGO** ON ANY DIGITAL OR PRINT ARTWORK THEY PRODUCE – MAKE SURE IT'S VISIBLE.

DON'T CHANGE LOGO COLOURS.

DOWNLOAD LOGOS FROM SU'S WEBSITE.

,



PRINT

CONSIDER THE ENVIRONMENT, COULD DIGITAL PROMOTION BE ENOUGH?

WHERE CAN I PRINT?

UNIVERSITY PRINTERS – PRINT FROM YOUR STUDENT ACCOUNT TO ANY UNIVERSITY PRINTER.

IF YOU WOULD LIKE THE PRINTING CREDIT TO BE REIMBURSED FROM YOUR SOCIETY ACCOUNT, ASK AT THE LIBRARY IT DESK FOR A PRINTING RECEIPT, AND THEN FILL OUT AN EXPENSE CLAIM.

OTHER PRINT (POSTERS ONTO CARD, BANNERS, BUSINESS CARDS ETC) REQUESTS THROUGH GRAPHICS & PRINT. EMAIL: PRINTROOM@STIR.AC.UK AND CHARGED THROUGH YOUR SOCIETY'S ACCOUNT.

ALLOW ENOUGH TIME FOR PRINT TO BE DESIGNED AND CREATED.

PRINT: POSTERS

WHERE CAN YOU PUT UP POSTERS?

PRINTED PUBLICITY CANNOT BE PUT UP WITHIN THE LIBRARY, NEXT TO PCS OR COMPUTER WORK STATIONS, ON GLASS DOORS OR WINDOWS, OVER SIGNS OR OTHER POSTERS.

PRINT CAN'T BE PLACED ON ANY WALLS IN THE ATRIUM, INCLUDING THE WOODEN PANELLING.

DESIGNATED SPACES FOR POSTERS THROUGHOUT COTTRELL AND PATHFOOT, PLUS LARGE FELT BOARD OUTSIDE OF THE GREEN & BLUE SPACE.

ANY PUBLICITY INFRINGING UPON THIS MAY HAVE THEIR **MATERIALS REMOVED**.

SOCIETIES ARE RESPONSIBLE FOR THEIR OWN PUBLICITY MATERIAL WHICH MUST NOT DEFACE THE UNIVERSITY.

EVENTS PLATFORM – NATIVE

WE WORK WITH A COMPANY CALLED **NATIVE TO HELP YOU PROMOTE YOUR EVENTS.**

KEY SOCIETY POSITIONS WILL BE ADDED SO THEY CAN ACCESS THE PLATFORM.

YOU CAN LIST EVENTS WHICH ARE FREE OR THOSE WHICH REQUIRE TICKETS – THE INCOME IS PAID DIRECTLY INTO YOUR SOCIETY ACCOUNT WITH THE UNION.

INFORMATION IS DISPLAYED ON UNION HOMEPAGE.

LETS US KNOW WHAT'S GOING ON
SO WE CAN HELP PROMOTE.

CENTRAL PLACE FOR STUDENTS
TO GET INFO.

HOW CAN WE ADD EVENTS?

FURTHER TRAINING AND ADVICE ON SU WEBSITE – INCLUDING ARTWORK SIZES.

Get your event started

Add essential information to your event to get it up and running to your audience.

Add event title >

Add time/date >

Add description >

Add event location >

Add category >

Create event

BEFORE WE LOOK AT HOW YOU CREATE AN EVENT, SOME EXAMPLES FROM 24/25:

✓ **LAW SOCIETY** – LAW BALL 97 TICKETS GENERATING £5969

✓ **BOOK CLUB** – MASQUERADE BALL 135 TICKETS GENERATING £4455

✓ **AFRICAN & CARIBBEAN SOCIETY** – Y2K PARTY – 150 TICKETS GENERATING £697.50

OVERALL, SOCIETIES, SPORTS TEAMS AND SUSTAINABILITY EVENTS SOLD 1656 TICKETS GENERATING £21,194.48

EVENTS PLANNING

START WITH TOP LEVEL – WHY ARE YOU DOING IT? HOW DOES IT ADD TO YOUR SOCIETY? WHO IS OUR TARGET AUDIENCE?

PRACTICAL INFO – WHERE ARE YOU GOING TO HOST IT? IS THE VENUE AVAILABLE – IS IT THE BEST PLACE FOR THOSE WHO WANT TO ATTEND? WHAT DATE? WHAT TIME? WHAT IS YOUR BUDGET/COSTS TO CONSIDER?

DETAILS – EQUIPMENT/LIGHTING/DECOR/FOOD/ACCESS.

IMPORTANT TO CONSIDER BUDGETS AND COSTS RELATING TO RUNNING AN EVENT – STUDENTS' UNION CAN HELP.

CONSIDER **TICKETING** IF APPROPRIATE AND **PRICING**.

CONSIDER HOW YOU'RE GOING TO **PROMOTE THE EVENT**.

EVALUATE YOUR EVENT – WHAT WENT WELL? WHAT DID WE LEARN?

EVENTS PROMOTION

MAKE SURE ANY EVENT PROMOTION WHETHER DIGITAL OR PRINT HAS THE EVENT **DATE, TICKET PRICE AND HOW/WHERE TICKETS CAN BE PURCHASED**.

ALLOW PLENTY OF TIME TO PROMOTE YOUR EVENT.

CREATE A TIMELINE OF EVENTS PROMOTION – WHEN, WHAT AND WHO IS RESPONSIBLE.

NEWSLETTERS – EVENT (AND SOCIETY) PROMOTION THROUGH THIS CHANNEL.

INCLUSIVE & ACCESSIBLE EVENTS

Things to consider when developing inclusive and accessible events:

Physical accessibility

- Entrances & Pathways
 - Step-free entrance – at least one main entrance with a level threshold or ramp
 - Automatic open doors
- Interior Navigation
 - Turning spaces for wheelchairs
 - Smooth flooring: Avoid thick carpets, thresholds, or uneven surfaces.
 - Tactile surface indicators
 - No obstacles or tight corners
- Are you sitting? Standing? Both?
- Accessible restrooms
 - Mazemap link
- Elevators/Lifts (if multi-level)
- Signage & Visual Aids
 - Clear signage indicating accessible routes, restrooms, accessible exits, evacuees, and other fire instructions, i.e. reminder that campus central fire doors come down (additional large signage created and relevant announcements made).
 - Mazemap link
 - Tactile or braille signage where needed
- Parking
 - Link with information about parking on campus
<https://www.stir.ac.uk/about/getting-here/parking/>

- Noise Level

Very Quiet	Library Level 3 and 4, quiet, bedroom
Moderate	Library Level 2, Normal Conversation
Loud	Busy restaurant, vacuum cleaner
Very Loud	Subway, concert, blender

- Lighting Level

Lighting Level	Typical Spaces/Uses
Very Low	Movie theaters, dark hallways
Low	Corridors, ambient lighting
Moderate	Offices, classrooms, general living areas
Bright	Kitchens, hospitals, stores
Very Bright	Operating rooms, workshops, inspection areas
Flickering/Flashing/ Strobe Lights	

- Interaction with other people
 - Is it required, optional, non-existent

- Crowd Level

Crowd Level	Description	Accessibility Impact
Empty	No people present	Fully accessible; ideal for independent mobility
Light	Scattered people, easy movement	Accessible; minimal navigation challenges
Moderate	People nearby, some interaction	Still accessible, but may cause delays or slight discomfort for mobility aid users
Crowded	Constant interaction, limited space	Difficult to maneuver; overwhelming for some users; overstimulating for some users
Very crowded	Packed; body contact unavoidable	Inaccessible to wheelchair users, dangerous in emergencies, overstimulating for sensory-sensitive individuals

- Is it child-friendly?
 - Yes/no
- Is there a quiet space?
 - If Yes, where?
 - No, but tell attendees that they can access the University's Lochview Wellbeing Suite
- Supporters are welcome
 - Do they need their own ticket?
 - Can they just turn up or do they need to get in touch first?

FIRST RESPONDER TRAINING

First Responder Guidelines

As a First Responder, your role is to:

- Provide a safe, non-judgemental space for the person to talk.
- You are no longer in your 'usual' role – keep in mind the boundaries of a first responder and ensure the individual is aware of your limits.
- Ascertain if the person making the report and other people are safe from harm.
- Signpost them to sources of trained support.
- If escalating provide brief details (depending on the nature of the concern) to a sabbatical officer or staff member.

Confidentiality and Data Sharing

- Whilst it is important to uphold a person's right to confidentiality, there are times when you may need to pass information on to protect them or a third party.
- The person making the disclosure must know when you may have to do so and why.
- Ensure this is made clear at the outset of your conversation.
- Do not be scared to sensitively interrupt the conversation to discuss confidentiality and data sharing implications.

Wellbeing and support concerns

If you have cause for concern about the wellbeing or welfare of a student, or a student discloses a wellbeing concern to you:

- Some questions
 - Is the student or others at risk of harm?
 - Is the issue urgent?
 - Is the student able to reach out for support on their own?

This helps to differentiate between something you need to escalate and signposting, as well as steps that can be taken should either be required or in an urgent or emergency situation.

Gender-Based Violence

Signpost

- Report and Support tool for reporting and accessing support
- Sexual Violence and Misconduct Liaison Officers (SVMLO) at the University
- Dedicated GBV webpages for more information and links to external services
- NHS Scotland Sexual Assault Self-Referral Phone Service for immediate medical assistance

Escalate

- Reports to the SU

Other information:

- Consent Matters course – all students are expected to complete this
- Joint UoS/SU GBV Strategy.

Bullying and Harassment

Signpost

- [Report and Support tool](#) for reporting and accessing support
- [Dedicated bullying and harassment support webpages](#) for more information and links to external services

Escalate

- Reports to the SU

Other information:

- [Tackling Harassment course – all students are expected to complete this](#)
- [Institutional vision statement for equality, diversity and inclusion](#)
- [Our approach to racism and information on the declaration against racism](#)

Mental Health

Signpost

- [Student Hub](#)
- [Mental Health and Wellbeing webpages](#)
- [THE Award Nominated Loch View Wellbeing Suite](#)
- [24/7 Student Support](#)
- [Out of hours support](#)
- [Looking After Your Mental Health – SharePoint site for students](#)

Escalate

- Reports to the SU

Other information:

- [Joint UoS/ SU MH Strategy](#)

Support for you and resources available

- Contact Student Support Services, Live Chat via My Portal
- Student Support Services webpages for more information: <https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/>
- Students' Union Sabbatical Officers and Union Staff Members

GREEN IMPACT

What is Green Impact Students' Unions?

- **SOS-UK's Flagship sustainability support package and awards programme for SUs .**
- **Works on an annual cycle:**
 - Launching each autumn, unions try to implement change throughout the academic year.
 - Submitting work in spring.
 - Receiving an audit in early summer
 - Awards are announced in June.
- **Works through an online Toolkit system.**

your green &
blue space

How have we done so far?

- Won Excellent Award for multiple years in a row, continually showcasing our best practice in the sector.
- Last year we won the GISU Choice Award and the Highest Scoring Union Runner-up Special Awards.
- This year is your chance to lead on sustainability!

Green Impact Students' Unions

EXCELLENT AWARD

Delivered by Students Organising for Sustainability - UK

Green Impact Students' Unions

SPECIAL AWARD

Delivered by Students Organising for Sustainability - UK

What were our strengths?

- Our Green & Blue Space. A unique sector leading sustainability initiative that has several established project and can act as a catalyst for lots of change!
- Good international partnerships through our Green Office membership!
- Genuine interest from talented and motivated students!



GreenOffice
movement

Key GISU Dates

- 28th July: GISU Launch
- 24th September, 11:30 – 12:30: Intro to GISU welcome webinar
- October – November: Annual sustainability survey
- w/c 12th January: GISU midway 'check-in' calls
- 3rd February, 11:00 – 12:00: GISU progress and action planning webinar
- March: National SDG teach-in
- 24th April, 5pm: GISU submission deadline
- 5th – 15th May: GISU audits
- June: Awards confirmed and presented at the NUS Trade Show

Stay in touch!

- **Email:** GreenAndBlueSpace@stir.ac.uk
- **Socials:** [@GreenBlue_StirlingUnion](https://www.instagram.com/GreenBlue_StirlingUnion)

SOS-UK Contact:

- **SOS-UK:** hello@sos-uk.org

DEMOCRACY REVIEW

**Student Leadership Team
(4 Sabbatical Officers)**

**Student Experience Council
(4 sabbatical officers, 14 volunteer officers)**

**Societies
Executive
(5 society
Presidents, 3
society members)**

**Education
Executive
(Faculty Officers,
PGT Officer, PGR
Officer)**

**Sports Executive
(5 society
Presidents, 3
society members)**

**Accessibility
Action Group**

**Housing
Action Group**

**Equalities
Action Group**

**International
Action Group**

**Sustainability
Action Group**

**Education
Action Group**

**PGR Action
Group**

**Activities
Action Group**

Student Leadership Team

- Made up of the 4 Sabbatical Officers
- Meets fortnightly to discuss current and live issues and to set plans based on manifestoes
- Plans and evaluates feedback from student outreach activities
- Discuss political questions and refer them to the relevant body for decision where necessary

Student Experience Council

- Made up of the 4 sabbatical officers and 14* Volunteer Officers
- Facilitated by an appointed Student Chair and any student can attend
- Meets three times per semester to decide and discuss –
 - Student Ideas
 - Political Policy and Opinion
 - Votes to accept or reject reports received from sabbatical officers
- Also is the main source of accountability for Officers
- Can create online ballots** as needed for political policy/opinion
- *Final number of Voluntary Officers to be determined
- **SECs would replace General Meetings as the main decision-making space for political policy and opinion – online ballots is proposed as the place to resolve more controversial questions

Voluntary Officer

- Proposed
 - Equalities Officers – 1 each for Women, Sexual Identity, Gender Identity, Disabled, BAME
 - Campaign Officers – 1 each for Commuters, International, Mature, Parents & Carers, Care Experienced, Housing, Sustainability
 - Executive Committees – one rep from Education, Sports, and Societies Executives
 - Postgraduate – 1 each for Post-graduate taught and post-graduate research students
- Campaign Officers would all be elected in the Spring Elections
- Equalities Officers selected by relevant student groups
- Executive Committee Officers selected at first meeting
- Postgraduate Officers would both be elected in the Autumn Elections
- Where a position is unfilled for two consecutive years, this role will be removed.

Executive Committee

- Sports and Societies Executive Committees made up of 5 Presidents/Chairs and 3 “regular” Sport Team and Society Members
- Education Executive Committee made up of Faculty Officers*, the PG Taught and PG Research Voluntary Officers
- Meets Monthly to decide and discuss –
 - Funding allocation and new group creation
 - Education Issues and Campaigns
 - Review feedback and data related to student activity
- Chaired by relevant Sabbatical Officer
- *Faculty Officers role being changed as part of the Academic Rep structure reform

Action Groups

- Made up of relevant officers (Sabbatical, Voluntary, Faculty) and any interested students
- Facilitated by Students' Union
- Meets twice a semester to discuss and plan –
 - Relevant campaigns and issues on the student experience
 - student engagement on issues that are relevant to the current student body
 - Send issues that need further attention to the student leadership council
- Education Action groups made up of an action group for each faculty, with attendance expected by faculty officers and academic reps
 - additional responsibilities around academic issues



*Thank
you*

for your ambition, passion for
change, and commitment to
the student body.

We look forward to working
with you.

university of stirling
students'
union

