All you need to know!

So you’re thinking about standing for election! We like your style.

This guide will help you decide whether to put yourself forward as a candidate for one of the eight paid full-time positions at Sheffield University Students’ Union.

You will find answers to the following questions:

- What’s this all about?
- Who can stand?
- Who can vote?
- What could I stand for?
- Why would I bother standing?
- How would I stand? How do I actually put myself forward?
- Can I see some past campaigns for ideas?
- What would be involved if I was elected?
- What support would I have in the role?
- What support would I have to stand for election?
- Is there anything I should know, or ask myself, before I stand?
- Can the SU help me apply for a visa?

This is a ‘start at the beginning’ guide! If you’re well versed in something already, just skip ahead.

And if your question isn’t answered here, you can write to elections@sheffield.ac.uk to reach Amy and the Elections Team or call in to one of the information sessions in the SU February. You could also contact the Officer whose position you are considering running for if you have questions about their experience of the job.
So, what’s this all about?

The Students’ Union is led by 8 Elected Officers. These paid, full-time Officers make decisions about how the SU is run and how it can best represent students.

Every year, every single student across the university is called on to do two things:

1. Consider standing for election themselves.
2. Vote for the candidates they want to see in each of the 8 positions.

In 2019, nominations will be open between January 2nd and February 8th with voting held between 25th and 28th February.

Who can stand? And what is ‘standing’?

Any ‘full member of the Students’ Union’ can stand. Put simply, any student at the University of Sheffield. Standing simply means that you put yourself forward for election by nominating yourself online. The only exceptions are the International Officer post – only international students can stand – and the Women’s Officer – only women can stand. (Self-defined. In other words, anyone who identifies as a woman regardless of gender assigned at birth.) The other small print is that you can’t be under 18 and can’t have been declared bankrupt or banned from being a trustee or company director.

For all roles, if you are not in the final year of your course, you will need to speak to your department about the potential of taking a year out of your studies if you were elected.

Remember: you can only stand for one Officer Position! Find out more about what each one involves by reading the role descriptions in this guide, or browsing videos and info at sheffieldsu.com/elections.

Who can vote?

Any student at Sheffield University can vote for any of the Officer positions at Sheffield University Students’ Union.

What could I stand for?

Students’ Unions all have different considerations to make about the roles they need, and they sometimes change over time. Here at Sheffield University SU, there are eight roles. These are:

- **President**
  - Team Leadership | Communication | Direction
- **Women’s Officer**
  - Women’s Rights | Rep Committees | Equality
- **Education Officer**
  - Academic Reps | Learning | University Collaboration
- **Welfare Officer**
  - Wellbeing | Welfare Services | Community
- **SU Development Officer**
  - Sustainability | Social Enterprise | Innovation
- **International Officer**
  - Integration | National Societies | Globalisation
- **Sports Officer**
  - Sport Sheffield | Healthy Living | Involvement
- **Activities Officer**
  - Societies | Opportunities | Volunteering

You can learn more about all these roles online [here](#). You’ll also find role descriptions on page 7-14.

Why would I bother standing?

So many reasons! But here are just a few.
Shape student life

Making a difference on what it means to be a student here is a big motivation for lots of people.

You might be thinking in terms of equality, academic opportunity or being part of a wider student movement with a big voice and a strong conscience. Or you might have ideas about how to make sports or activities better here. Whatever your motivation, standing for office gives you a chance to shape what happens next.

Unique experience

Thousands of graduates will enter the working world through graduate schemes at big firms, but only a handful will gain the kind of organisational leadership experience that leading your SU has to offer. As well as fulfilling your specific role, you’ll be part of the trustee board, work with SU’s CEO and the University’s Vice Chancellor, work with local MPs and deliver communications and events for tens of thousands of students.

It’s the No. 1 SU in the country!

You just happen to study at the University with the Number One Students’ Union, as voted in 2014 (and 2013 and 2012 and…). Anywhere else, the opportunity just wouldn’t be quite the same.

It’s also a much bigger than average SU. These things mean there’s more scope to do big things and have a real impact.

Meet some great people

As part of the candidate class of 2019 for all eight roles, you’ll get to know likeminded people with the energy and passion to want to stand. There’s plenty of training and events for candidates (more on ‘Candidate Academy’ below!) and people often say they made great friends in the process.

Training and development

Whether it’s your Candidate Academy course in campaigning, or the training and support in the role, very few people across the country will experience the kind of development opportunities that candidates and elected Officers at Sheffield Uni SU will.
How would I stand? How do I actually put myself forward?

The nominations process will be open between January 2\textsuperscript{nd} and February 8\textsuperscript{th}.

To put yourself forward, you need to log in to the SU website and click on the “My Nominations” section within your account.

All candidates submit the following items to promote their campaigns:

- **A manifesto - up to 250 words (ESSENTIAL).**
  Your aims and priorities. This is a kind of promise to other students that if they elect you, you will take those things forward.

- **A Photo of you (ESSENTIAL).**
  So that voters can recognise you on the ballot paper. (Supported image formats are .jpeg, .jpg, .png, .x-png, .gif, .bmp) Ideal dimension is 280px(width) x 320px(height) Ideal image size is: Less than 1Mb.

- **A slogan - up to 6 words (ESSENTIAL).**
  All candidates choose a short, catchy slogan to spark interest and help lodge their name in voters' minds.

- **A booklet ad - as a PDF file that will work at quarter page size - 12cm tall x 8.5cm wide (ESSENTIAL).**
  After nominations close, a booklet is published with an advert for every candidate. It's your chance to communicate your manifesto creatively. You can save files as PDFs from a wide variety of programmes, from Photoshop to Word so you can use whatever you're comfortable with. You can browse past examples of candidate ads and manifestos at bit.ly/CandidateGuides.

After submitting your nomination we will be in touch with additional information about training, support and final information we need from you. Training for Candidates and anyone on your Campaign Team will be Sunday 10\textsuperscript{th} February so keep this date free!

Other things to consider are:

- **A video** – You can also submit a short video about your manifesto. This is optional but likely to boost your chances! If it helps, you can submit this after nominations close as the video deadline isn’t until 5pm Thursday 14\textsuperscript{th} February 2019. You can see examples of past campaign videos at the Sheffield SU Youtube Channel here.

- **Helpers!** - Most candidates gather together a team of friends or volunteers. This can make your campaign more effective and just more fun. Your campaign team will receive specialist training to make your campaign shine. And their moral support can prove equally valuable.

Can I see some past campaigns for ideas?

Sure! We've uploaded some archived campaign materials at bit.ly/CandidateGuides. But you don’t need to jump too many steps ahead yet. We've lined up lots of training and support to guide you through putting materials together.
What would be involved if I was elected?

The Officer roles at Sheffield Uni SU are all full-time, paid jobs. Based from the Officer’s office in the SU building, you would spend the year (June 2018 to June 2019) working to make student life in Sheffield as brilliant, liberated and rewarding as possible. Once in the job, you’d turn your manifesto (the aims you describe to voters) into a set of objectives, coordinating with your officer team mates.

Along with the other Officers, you’d also be part of the student leadership team overseeing the direction of the SU as a whole and representing its members to the university, the local community, the wider student movement or whoever else you think it’s important to be in touch with.

Officers usually work office hours Mon-Fri, but the nature of the role requires some out of hours working. A typical week might involve a mixture of meetings with SU or University staff, attending student events and some time at your desk progressing other work and projects.

What support would I have in the role?

If elected, you would be supported in a number of ways:

- You receive a handover from the outgoing Officer and have the chance to ask their views or advice on any aspect of the role.
- An induction is organised for you by the People Development team, supporting you to fully digest the responsibilities of your role, the resources available and the relationships you’ll need. They also support you to set realistic objectives for the year, and communicate these to students. This will be the first 3 weeks of the role in June 2019.
- You are supported by the senior management team (staff in Director Roles at the SU) to understand how the SU is run and to develop your management and leadership skills.
- You are also supported by a wide range of staff and specialists across the SU, from issue specialists in the Specialist Development Team to communications staff or events managers.

What support would I have to stand for election?

Staff support – the SU’s Student Groups Support Team is on hand to help – contact elections@sheffield.ac.uk or call into the office behind the zone desk and speak to Amy.

A budget of up to £40 is set aside for you to use in your campaign (in line with election rules which are there to ensure fairness).

A community of candidates – the other people standing can be a big source of inspiration, support and ideas. Events will keep you in touch with your fellow candidates from start to finish.

Candidate Training Day – will include a range of topics designed to help you through the process, from Campaigning, to Social Media and Debating.

Breakfast briefings – during voting, daily breakfast sustenance and voting stats will be on hand to fuel your final efforts, whether you choose coffee and croissants or herbal tea and fruit.

Can the SU help me apply for a visa?

An Officer role is a paid, full-time job and you may need to consider any impacts on your immigration status if you are a student from outside the EEA (European Economic Area). The
Student Advice Centre can support you in writing any necessary visa applications. You can book an appointment with their International Student Advisers by calling in, emailing advice@sheffield.ac.uk or calling 0114 222 8660.

Is there anything I should know, or ask myself, before I stand?

Before you make a final decision, you’ll want to consider the demands of the campaigning period (the period between being announced as a candidate and the end of voting), and the role itself. You need to be sure that the timing of those things can sit alongside other commitments or interests in your life.

You also need to be prepared to take on the role of Trustee of the SU, a position all Officers also hold. This involves formally overseeing the SU’s activities and accounts alongside the rest of the Board of Trustees.

Most candidates find the lead up to the election an intense time. It can feel like there is a lot at stake and people want to give themselves the best possible chance.

In particular, if you have any health-related concerns, we really encourage you to talk them through with someone before you make your decision. That could be a member of SU staff (Like Democracy Coordinator Sarah or Amy at elections@sheffield.ac.uk) a past Officer, or just someone close to you who knows how you respond to pressure.

Most people find the election period, whether or not they are elected at the end of it, a positive experience overall and feel they have new skills, friends and perspectives by the end of it. But there can be lows and well as highs so ask yourself first:

- Are you able to commit a significant amount of your time in Semester 2 (weeks 2-5) to run for election?
- If you’re successful, can you commit to a full time job in Sheffield from June 2019 to July 2019?
- Are you free for the induction and handover programme (June 2019)?
- Are you comfortable, and able, to become a Trustee of the SU for the same time period? See Trustee Eligibility Form in the Trustee Information Pack here!
- How would you respond to the pressures of campaigning, or of the job?
- How much do you enjoy working autonomously on your own priorities, as well as working in a team?
- Are you excited about the chance to put your ideas into practice if you were successful?
<table>
<thead>
<tr>
<th>Role:</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>£19,305 (TBC by SU Council)</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To lead the Students’ Union in representing, campaigning for and serving the needs of students at the University of Sheffield. In particular, to:</td>
</tr>
<tr>
<td></td>
<td>- Lead and support the Officer team</td>
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<td></td>
<td>- Oversee all external lobbying and student representation</td>
</tr>
<tr>
<td></td>
<td>- Be Chair of the Students’ Union Trustee Board</td>
</tr>
<tr>
<td>Dates:</td>
<td>June 2019 to July 2020. Includes a weekend residential in late June 2019 as part of your induction.</td>
</tr>
<tr>
<td>Who can stand?</td>
<td>Any current student (see small print here).</td>
</tr>
<tr>
<td>Other info:</td>
<td>All elected officers also become Trustees of the SU. The President becomes Chair of Trustees. Candidates must meet criteria for trustees (e.g. not be bankrupt). See point 5 of the small print.</td>
</tr>
</tbody>
</table>

**Lead and support the Officer team**

- Manage the other 7 Officers, overseeing their work and supporting them to set, implement and review objectives.
- Oversee and coordinate shared responsibilities, including by organising and chairing meetings of the Officer team.

**Oversee lobbying and student representation**

- Oversee representation of student views and interests to the University and beyond.
- Oversee how the SU communicates with its student members.
- Liaise with senior managers about the planning of student services and activities.
- Organise and lead strong campaigns on issues affecting students.
- Oversee student elections and referenda, promoting democracy.
- Take steps to foster a student community which respects the diversity of its membership.
- Build and develop the SU’s relationship with the University and the city.
- Oversee the SU’s media relations.

**Be Chair of the Students’ Union Trustee Board**

- Ensure effective governance of the SU
- Be responsible for SU staffing and disciplinary matters.

**Shared responsibilities (all officers):**

- Be an active member of the Student Executive Committee (SEC), overseeing SU direction and student representation as a whole.
- Oversee SU policies and how they are turned into action.
- Campaign for the rights and interests of students, locally or nationally.
- Uphold the SU’s democratic processes, including by upholding decisions taken by Referenda and by reporting to SU Council on progress and key issues.
- Support and develop liberation access.

You can find a full description of responsibilities for all Officers in [Bye-Law 4 of the Constitution](#).
### Role: SU Development Officer

**Salary:** £19,305 (TBC by SU Council)

**Purpose:** To represent students’ commercial interests and lead development of the best possible commercial offer to students (e.g. entertainment, shopping, facilities). In particular, to:
- Lead the Students’ Union’s ethical, environmental and sustainability work
- Have oversight over SU social enterprise activities and performance
- Have oversight of the use and development of SU facilities
- Be the officer lead on all SU finances (Treasurer)

**Dates:** June 2019 to July 2020.
Includes a weekend residential in late June 2019 as part of your induction.

**Who can stand?** Any current student (see small print here).

**Other info:** All elected officers also become Trustees of the SU. Candidates must meet criteria for trustees (e.g. not be bankrupt). See point 5 of the small print.

### Have oversight over SU social enterprise activities and performance; have oversight of the use and development of SU facilities

- Oversee commercial services (e.g. entertainments, outlets) and their promotion, working with managers to develop new ideas and representing student interests.
- Represent students’ views and interests relating to commercial services, ensuring procedures for student feedback are in place.
- Lead the SU’s work on student-led enterprise, ethical, environmental and sustainability work.
- Oversee the SU’s advertising and sponsorship policy, consulting with relevant groups to review it at the start of the academic year.
- Oversee external affiliations and commercial relationships (e.g. NUS Services).

### Be the officer lead on all SU finances (Treasurer)

- Ensure Student Executive Committee (made up of the 8 Officers) prepares an annual budget.
- Monitor financial performance of the SU.
- Chair the SU’s Finance Executive committee.
- Ensure student Committees and Officers comply with SU financial procedures (e.g. work with staff in Student Group Support to ensure training is provided to Committees).
- Oversee all budgets covering the work of SU Officers and of Working and Representative Committees (e.g. Film Unit, BME Committee).

In addition:
- Represent students at meetings of the University’s Finance Committee, Public Value sub-group and other relevant groups.

### Shared responsibilities (all officers):

- Be an active member of the Student Executive Committee (SEC), overseeing SU direction and student representation as a whole.
- Oversee SU policies and how they are turned into action.
- Campaign for the rights and interests of students, locally or nationally.
- Uphold the SU’s democratic processes, including by upholding decisions taken by Referenda and by reporting to SU Council on progress and key issues.
- Support and develop liberation access.

You can find a full description of responsibilities for all Officers in Bye-Law 4 of the Constitution.
<table>
<thead>
<tr>
<th>Role: Welfare Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: £19,305 (TBC by SU Council)</td>
</tr>
<tr>
<td>Purpose: To promote student welfare, both by ensuring that well-designed services exist to support students and by campaigning on issues affecting student welfare. In particular, to:</td>
</tr>
<tr>
<td>- Represent all students’ views and interests on welfare matters</td>
</tr>
<tr>
<td>- Support, organise and coordinate campaigns on welfare issues</td>
</tr>
<tr>
<td>- Develop programmes to ensure we have the best possible welfare services</td>
</tr>
<tr>
<td>Dates: June 2019 to July 2020. Includes a weekend residential in late June 2019 as part of your induction.</td>
</tr>
<tr>
<td>Who can stand? Any current student (see small print here).</td>
</tr>
<tr>
<td>Other info: All elected officers also become Trustees of the SU. Candidates must meet criteria for trustees (e.g. not be bankrupt). See point 5 of the small print.</td>
</tr>
</tbody>
</table>

Represent all students’ views and interests on welfare matters
- Represent students’ views and interests on welfare matters at University level, locally and nationally.
- Oversee activities relating to financial hardship, funding and employment issues.
- Oversee activities relating to accommodation issues, working with the University and student housing within the city.

Support, organise and coordinate campaigns on welfare issues
- Support and champion campaigns and activities on welfare issues (including mental health, sexual health, personal safety).
- Work with the Sports Officer to promote healthy, active lifestyles, including through Healthy Campus Week.

Develop programmes to ensure we have the best possible welfare services
- Organise the annual Housemate Finder event, ensuring this offers students a chance to access Advice Centre support, and input into the SmartMove campaign.
- Oversee the SU’s welfare services, particularly the Student Advice Centre and Children’s Services and support the student-led Nightline service.
- Support Welfare Committee to be effective.
- Work with and promote University support services, such as the University Health Service and the Counselling Service.

Shared responsibilities (all officers):
- Be an active member of the Student Executive Committee (SEC), overseeing SU direction and student representation as a whole.
- Oversee SU policies and how they are turned into action.
- Campaign for the rights and interests of students, locally or nationally.
- Uphold the SU’s democratic processes, including by upholding decisions taken by Referenda and by reporting to SU Council on progress and key issues.

You can find a full description of responsibilities for all Officers in Bye-Law 4 of the Constitution.
<table>
<thead>
<tr>
<th>Role:</th>
<th><strong>Education Officer</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>£19,305 (TBC by SU Council)</td>
</tr>
</tbody>
</table>
| Purpose: | To lead the representation of students’ views, interests and needs in relation to all educational matters. In particular, to:  
  - Represet student interests to create change on all relevant education issues  
  - Develop and support an effective structure of academic representation  
  - Lead campaigns on relevant on all relevant education issues |
| Dates: | June 2019 to July 2020. Includes a weekend residential in late June 2019 as part of your induction. |
| Who can stand? | Any current student (see small print here). |
| Other info: | All elected officers also become Trustees of the SU. Candidates must meet criteria for trustees (e.g. not be bankrupt). See point 5 of the small print. |

Represent student interests to create change on all relevant education issues

- Represent students on educational and teaching quality issues.
- Represent students at strategic groups relating to learning and teaching or academic quality, including the University’s Learning & Teaching Committee.
- Working with the Student Advice Centre, ensure students are well supported on academic matters and that issues are identified and acted upon.

Develop and support an effective structure of academic representation

- Oversee the recruitment, training and work of Academic Reps and any other student leadership roles that influence education planning or delivery.
- Support the Education Committee and Postgraduate Students’ Committee by promoting participation in both committees and being an advocate for their issues in wider SU or University discussions.

Lead campaigns on relevant on all relevant education issues

- Working with others, campaign on education issues, and issues of learning and teaching quality, with the aim of enhancing academic life for students.
- Lead the SU’s work on higher education policy, working and campaigning with other Officers, students and relevant staff members.

Shared responsibilities (all officers):

- Be an active member of the Student Executive Committee (SEC), overseeing SU direction and student representation as a whole.
- Oversee SU policies and how they are turned into action.
- Campaign for the rights and interests of students, locally or nationally.
- Uphold the SU’s democratic processes, including by upholding decisions taken by Referenda and by reporting to SU Council on progress and key issues.

You can find a full description of responsibilities for all Officers in [Bye-Law 4 of the Constitution](#).
<table>
<thead>
<tr>
<th>Role:</th>
<th>Activities Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>£19,305 (TBC by SU Council)</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To shape the activities programme (e.g. societies, volunteering) available to students and champion participation in activities. In particular to:</td>
</tr>
<tr>
<td></td>
<td>• Develop and support a range of Student-Led activities</td>
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<tr>
<td></td>
<td>• Represent the interests of student-led activities and projects</td>
</tr>
<tr>
<td></td>
<td>• Lead on the development of inclusion and access improvements</td>
</tr>
<tr>
<td>Dates:</td>
<td>June 2019 to July 2020. Includes a weekend residential in late June 2019 as part of your induction.</td>
</tr>
<tr>
<td>Who can stand?</td>
<td>Any current student (see small print here).</td>
</tr>
<tr>
<td>Other info:</td>
<td>All elected officers also become Trustees of the SU. Candidates must meet criteria for trustees (e.g. not be bankrupt). See point 5 of the small print.</td>
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</table>

Develop and support a range of student-led activities
- Ensure that a regular programme of activities is available.
- Support and oversee the work of the Societies Committee in ensuring societies are as effective, resourceful and financially sound as possible.
- Oversee and advise Societies Committee in approving new societies and reviewing societies’ expenditure applications.
- Oversee volunteering activities for students, including by being an active member of Sheffield Volunteering Board.
- Oversee fundraising, and other activities in support of charities, advising students who want to hold charitable appeals.

Represent the interests of student-led activities and projects
- Work with University and SU staff to ensure recognition of the contribution and skills of students participating in activities.

Lead on the development of inclusion and access improvements
- Work with Societies Committee and relevant staff, ensure activities are well promoted to students, including through an Activities Fair (or equivalent) during Intro Week.
- Working with the Multi-Faith Chaplaincy Service, ensure inter-faith initiatives and activities are organised and promoted.

Shared responsibilities (all officers):
- Be an active member of the Student Executive Committee (SEC), overseeing SU direction and student representation as a whole.
- Oversee SU policies and how they are turned into action.
- Campaign for the rights and interests of students, locally or nationally.
- Uphold the SU’s democratic processes, including by upholding decisions taken by Referenda and by reporting to SU Council on progress and key issues.
- Support and develop liberation access.

You can find a full description of responsibilities for all Officers in Bye-Law 4 of the Constitution.
<table>
<thead>
<tr>
<th>Role:</th>
<th><strong>Sports Officer</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>£19,305 (TBC by SU Council)</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To work with Sport Sheffield to shape the sporting opportunities available to students and champion participation in sport. In particular, to:</td>
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<tr>
<td></td>
<td>- Encourage sport participation and communities</td>
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<tr>
<td></td>
<td>- Represent student athletes</td>
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<tr>
<td></td>
<td>- Organise/input activity to develop sport</td>
</tr>
<tr>
<td>Dates:</td>
<td>June 2019 to July 2020. Includes a weekend residential in late June 2019 as part of your induction.</td>
</tr>
<tr>
<td>Who can stand?</td>
<td>Any current student (see small print here).</td>
</tr>
<tr>
<td>Other info:</td>
<td>All elected officers also become Trustees of the SU. Candidates must meet criteria for trustees (e.g. not be bankrupt). See point 5 of the small print.</td>
</tr>
</tbody>
</table>

### Encourage sport participation and communities
- Encourage students to be involved with sports.
- Organise a Sports Fair in Intro Week to enable students to find out about sport at Sheffield University, and to enable clubs to recruit new members.
- Promote and develop the “Black and Gold” sporting community, including by organising meetings which bring together all clubs.
- Work with the Welfare Officer to promote healthy, active lifestyles.

### Represent student athletes
- Represent students’ views and interests on sporting matters.
- Play an active role on the Sport Sheffield Board and serve as Co-Chair of the Sport Sheffield Partnership Group.
- Represent Sports Clubs within the British Universities and Colleges Sport (BUCS).

### Organise/input activity to develop sport
- Support the development and promotion of a wide range of sport programmes, appealing to a variety of students.
- Champion the equal support for different types of participation (e.g. social sport, intra mural, elite sport, S10 Health and Wellbeing), fostering a sporting community that is inclusive and where resources are fairly allocated.
- Organise events that raise the profile of sports participation, including an annual Varsity event with Sheffield Hallam.

### Shared responsibilities (all officers):
- Be an active member of the Student Executive Committee (SEC), overseeing SU direction and student representation as a whole.
- Oversee SU policies and how they are turned into action.
- Campaign for the rights and interests of students, locally or nationally.
- Uphold the SU’s democratic processes, including by upholding decisions taken by Referenda and by reporting to SU Council on progress and key issues.

You can find a full description of responsibilities for all Officers in Bye-Law 4 of the Constitution.
**Role:** International Students’ Officer

**Salary:** £19,305 (TBC by SU Council)

**Purpose:** To represent the views, interests and needs of International students. In particular, to:
- Represent and promote the views and interests, of International students.
- Develop and support activities that improve the welfare of International students.
- Lead on the development of activity to include international students in University life.

**Dates:** June 2019 to July 2020. Includes a weekend residential in late June 2019 as part of your induction.

**Who can stand?** International students only (see small print here).

**Other info:** All elected officers also become Trustees of the SU. Candidates must meet criteria for trustees (e.g. not be bankrupt). See point 5 of the small print.

**Represent and promote the views and interests, of International students**
- Represent international students, working with the SU and University to promote their interests, views and welfare.
- Support national societies, including by holding National Societies Forum meetings.
- Support and promote the work of the International Students’ Committee (ISC).
- Liaise with other SUs, NUS and UKCISA (UK Council for International Student Affairs) to promote the interests of international students.

**Develop and support activities that improve the welfare of International students**
- Working with the Advice Centre, ensure international students are well supported.
- Oversee the organisation of events, services and activities for international students, actively reviewing and developing them. This includes activities in residences.

**Lead on the development of activity to include international students in University life.**
- Oversee the organisation of cultural events. This usually includes World Week, International Cultural Evening and World Food Festival.
- Champion inclusive learning and teaching, working with the University and Education Officer to develop teaching practices which reflect and celebrate internationalism.
- Promote internationalisation and the benefits of a global and diverse community.
- Support integration between different nationalities on campus.

**Shared responsibilities (all officers):**
- Be an active member of the Student Executive Committee (SEC), overseeing SU direction and student representation as a whole.
- Oversee SU policies and how they are turned into action.
- Campaign for the rights and interests of students, locally or nationally.
- Uphold the SU’s democratic processes, including by upholding decisions taken by Referenda and by reporting to SU Council on progress and key issues.

You can find a full description of responsibilities for all Officers in Bye-Law 4 of the Constitution.
<table>
<thead>
<tr>
<th>Role:</th>
<th>Women’s Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>£19,305 (TBC by SU Council)</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To represent the views, interests and needs of women students and to champion and campaign for equality and liberation. In particular, to:</td>
</tr>
<tr>
<td></td>
<td>- Represent the views, and promote the interests, of women students and of the other liberation groups within the SU and the University</td>
</tr>
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<td></td>
<td>- Lead campaigns to create an environment free from sexism and all of forms of discrimination</td>
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<td></td>
<td>- Develop and support programmes to tackle current issues affecting women students</td>
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<tr>
<td>Dates:</td>
<td>June 2019 to July 2020. Includes a weekend residential in late June 2019 as part of your induction.</td>
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<tr>
<td>Who can stand?</td>
<td>Any woman student can stand (self-defining – i.e. anyone who identifies as a woman regardless of gender allocated at birth). Other small print here.</td>
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<tr>
<td>Other info:</td>
<td>All elected officers also become Trustees of the SU. Candidates must meet criteria for trustees (e.g. not be bankrupt). See point 5 of the small print.</td>
</tr>
</tbody>
</table>

Represent the views, and promote the interests, of women students and other liberation groups

- Represent women students, working with the University and SU to promote their interests, views and welfare.
- Support and promote the work of Women’s Committee, Disabled Students’ Committee, BME students’ Committee and LGBT+ Committee.
- Working with the Advice Centre, ensure women students are well supported, acting as a contact for individual international students where appropriate.
- Liaise with other students’ unions to promote the interests of women students.
- Support and promote the work of Representative Councillors for liberation groups.

Lead campaigns to create an environment free from sexism and all of forms of discrimination

- Lead initiatives and campaigns to tackle sexism and oppression. Areas of focus may include institutional sexism, discrimination, equal pay, harassment and violence.
- Organise initiatives with the University Harrassment Network
- Coordinate activities to create an inclusive environment free from discrimination.

Develop and support programmes to tackle current issues affecting women students

- Oversee Biteback in conjunction with the South Yorkshire Eating Disorders Association (SYEDA), the University Health Service and the University Counselling Service.
- Oversee the organisation and publicity of services to enhance women’s safety, including the night safety bus, provision of safety alarms and the production of information.

Shared responsibilities (all officers):

- Be an active member of the Student Executive Committee (SEC), overseeing SU direction and student representation as a whole.
- Oversee SU policies and how they are turned into action.
- Campaign for the rights and interests of students, locally or nationally.
- Uphold the SU’s democratic processes, including by upholding decisions taken by Referenda and by reporting to SU Council on progress and key issues.

You can find a full description of responsibilities for all Officers in By-Law 4 of the Constitution.
We hope that gives you a good flavour of what being a Candidate in the SU Officer Elections is like!

If you have any further questions do not hesitate to get in touch at elections@sheffield.ac.uk or come in to chat to one of the Elections Team in the Activities Office on Level 3 of the SU next to Coffee Revolution.