

Vice President

Salary	£19,202
Holiday Entitlement	29 Days (plus 8 days over Christmas and New Year)
Hours	Full-Time Flexible
Location	Abertay Students Association Office
Term	One Year, With a Maximum of Two Successive Terms.

Overall Purpose of the Post

The Abertay Students Association Vice President role is a high profile leadership role with a requirement that the post-holder is proactive in communication; listening to students and articulating their views at a range of formal and informal opportunities. The Vice President role requires the creation of an active and visible profile both around campus and virtually, to engage with students and get them involved in shaping their own student experience.

The Vice President's role is a challenging but rewarding position. They are here to encourage student participation and create successful and sustainable societies; projects and student led conferences and many other short lived activities on and off campus. The Vice President works collaboratively with a range of people including Students Association elected officers and staff, the societies, sports clubs, members, University staff and external community stakeholders.

Ongoing support and training is provided through a selection of NUS training courses, externally recommended courses (professionally delivered) and internally facilitated project planning.

Responsibilities

Member of the Trustee Board

Abertay Students Association is an independent charity, registered with the Office of the Scottish Charity Regulator (OSCR). The Board of Trustees has ultimate responsibility to OSCR for the running of the Students Association. You will have collective responsibility along with the other Trustee Board members for the strategic direction of Abertay Students Association and the resourcing and evaluation of Abertay Students Association strategies.

Student Opportunities/Teaching & Learning/Activities

The Vice President will be responsible for collecting information on and off campus about opportunities for students to participate in. This can include academic relating seminars that students are organising or extra-curricular events that can enhance their degree and, or studies. Part of Student Opportunities is also working closely with the Teaching and Learning Department to work on areas of enhancement, ELIR/ILR and assisting with the University's gathering of student opinion. The activities that you will be responsible for organising with students/staff can range from society events our own awards night, once a year.

Societies/Training

The Vice President is responsible for supporting societies to develop and serve their members, overseeing funding and encouraging new and existing societies to deliver student led activities. The post holder will also help Society Council, the governing body for Abertay Students Association Societies. This meeting takes place once per month during term time (excluding the months of December and May).

Housing/Accommodation/Student Safety

On occasion, the Vice President will lead on initiatives relating to housing, accommodation, and student safety for Abertay Students. This will include engaging with housing providers such as the University their partner organisations and the private sector. On issues around student safety it will be important to work with a wide range of stakeholders, including the University, WRASAC, Shelter and Police Scotland, on issues relating to student safety such as local and national campaigns.

Community (University & Beyond)

By working with wider stakeholders on campaigns such as housing, safety, careers or any other relevant issue the membership wish to be involved in, the Vice President will be responsible for building strong links in the community. The Vice President is involved in a range of Abertay Committee groups including but not limited to: University Court, People, Health & Equality Committee, Health & Safety Sub Committee, and any other short-life/steering group as appropriate.

Court Member

The Vice President is a member of the University Court and is a further representative of Abertay Students Association and the general student population at Court. They have collective responsibility along with other Court members for the strategic direction of the University and the resourcing and evaluation of the delivery of University Strategies.

Shared Sabbatical Responsibilities

The Abertay Students Association Sabbatical Officers have some shared responsibilities as sabbatical officer of Abertay SA.

These include;

- Trusteeship, Governance and strategic direction of Abertay Students Association as members of the Abertay Students Association Trustee Board
- Student Leadership of Abertay University students as members of the Abertay Students Association Executive Committee
- Representation and Campaigns on behalf of Abertay University Students as determined by the Student Executive Committee and SRC
- Supporting the work of the Student Executive Committee
- Attend and participate in training events as part of the sabbatical training programme along with all members of the elected officer team
- Attending designated committees and meetings as Abertay student representatives
- Supporting the induction of incoming Sabbatical Officers and Executive Officers
- Working with Abertay Students Association and within the University and other partners and organisation to improve the student experience.