

# VICE-PRESIDENT

**ABERTAY SA.COM**

**SALARY - £18,586**

**HOLIDAY ENTITLEMENT - 28 DAYS (ADDITIONAL DECEMBER CLOSURE ALLOWANCE)**

**HOURS - FULL TIME FLEXIBLE**

**LOCATION OF WORK - ABERTAY SA OFFICES**

**TERM - AN ELECTED POST, AVAILABLE FOR ONE YEAR FROM 1ST OF JULY, WITH ONE WEEK'S HANDOVER IN LATE JUNE. MAXIMUM OF A TWO YEAR TERM.**

## **OVERALL PURPOSE OF THE POST:**

**ABERTAY STUDENTS' ASSOCIATION (SA) 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 VP ROLE REQUIRES THE CREATION OF AN ACTIVE AND VISIBLE PROFILE 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 ABERTAY SA 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.**

## **RESPONSIBLE FOR:**

- **TRUSTEE — ACCOUNTABLE TO OFFICE OF THE SCOTTISH CHARITY REGULATOR (OSCR)**
- **STUDENT OPPORTUNITIES/TEACHING & LEARNING/ACTIVITIES**
- **SOCIETIES/TRAINING**
- **HOUSING/ACCOMMODATION/ STUDENT SAFETY**
- **COMMUNITY (UNIVERSITY & BEYOND)**

## **MEMBER OF THE TRUSTEE BOARD**

**ABERTAY SA 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 OTHER TRUSTEE BOARD MEMBERS FOR THE STRATEGIC DIRECTION OF ABERTAY SA AND THE RESOURCING AND EVALUATION OF ABERTAY SA 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/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 TO OUR VERY OWN AWARDS NIGHT, ONCE A YEAR.

### SOCIETIES/TRAINING:

THE VICE PRESIDENT IS RESPONSIBLE FOR SUPPORTING SOCIETIES TO DEVELOP AND SERVE THEIR MEMBERS, OVERSEES FUNDING AND ENCOURAGES NEW AND EXISTING SOCIETIES TO DELIVER STUDENT LED ACTIVITIES. THE POST HOLDER WILL ALSO HELP SOCIETY COUNCIL, THE GOVERNING BODY FOR ABERTAY SA SOCIETIES. THIS MEETING TAKES PLACE MONTHLY DURING TERM TIME WITH THE EXCEPTION OF DECEMBER AND MAY.

### HOUSING/ACCOMMODATION/ STUDENT SAFETY:

ON OCCASION, THE VICE PRESIDENT WILL LEAD ON INITIATIVES RELATING TO HOUSING AND ACCOMMODATION & 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.

### UNIVERSITY COMMITTEE GROUPS:

THE VICE PRESIDENT IS INVOLVED IN A RANGE OF ABERTAY COMMITTEE GROUPS INCLUDING BUT NOT LIMITED TO:

- UNIVERSITY COURT – OBSERVER ONLY
- PEOPLE, HEALTH & EQUALITY COMMITTEE
- HEALTH & SAFETY SUB COMMITTEE
- ANY SHORT LIFE/STEERING GROUP AS APPROPRIATE.

### COURT MEMBER (IF VP BECOMES FULL COURT MEMBER):

THE ABERTAY SA VICE PRESIDENT IS A MEMBER OF THE UNIVERSITY COURT AND IS A FURTHER REPRESENTATIVE OF ABERTAY SA 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 SA SABBATICAL OFFICERS HAVE SOME SHARED RESPONSIBILITIES AS SABBATICAL OFFICER OF ABERTAY SA. THESE INCLUDE:

- TRUSTEESHIP, GOVERNANCE AND STRATEGIC DIRECTION OF ABERTAY SA AS MEMBERS OF THE ABERTAY SA TRUSTEE BOARD