

EXECUTIVE OFFICERS

ABERTAY SA.COM

SALARY - VOLUNTARY

HOURS - FLEXIBLE

LOCATION - ABERTAY SA OFFICES/ON CAMPUS

TERM - AN ELECTED POST, AVAILABLE FOR ONE YEAR FROM 1ST OF JULY, WITH ONE WEEK'S TRAINING IN EARLY JUNE

- **STUDENT LEADERSHIP OF ABERTAY UNIVERSITY STUDENTS AS MEMBERS OF THE ABERTAY SA STUDENT 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 AND EXEC OFFICERS**
- **WORKING WITH ABERTAY SA AND WITHIN THE UNIVERSITY AND OTHER PARTNERS AND ORGANISATIONS TO IMPROVE THE STUDENT EXPERIENCE.**

OVERALL PURPOSE OF THE POST:

THE EXECUTIVE TEAM ARE THE PRIMARY REPRESENTATIVES AND AMBASSADORS FOR ABERTAY UNIVERSITY STUDENTS AND ABERTAY SA, IN PARTICULAR RELATION TO WELFARE AND GENERAL FACILITIES AND ENSURING THAT ABERTAY SA IS REPRESENTATIVE AND INCLUSIVE OF THE UNIVERSITIES DIVERSE STUDENT POPULATION.

THE EXECUTIVE OFFICERS, WHICH INCLUDES THE TWO SABBATICAL OFFICERS, HAVE A PARTICULAR REMIT TO DELIVER ON POLICY AND CAMPAIGNS. POLICY AND CAMPAIGNS ARE DEVELOPED THROUGH INDIVIDUAL OFFICER MANIFESTOS, JOINT ACTIVITIES AGREED DURING OFFICER INDUCTION AND THEMES DIRECTED BY STUDENT REPRESENTATIVE COUNCIL. THE EXECUTIVE OFFICER ANNUAL PLAN WILL BE AGREED IN SEMESTER 1.

SHARED RESPONSIBILITY FOR:

- **CAMPAIGNS, WHICH INCLUDE 0 INDIVIDUAL OFFICER MANIFESTO COMMITMENTS 0 EXECUTIVE OFFICER TEAM PLANNING PROCESSES 0 MANDATED BY STUDENT REPRESENTATIVE COUNCIL**
- **ENCOURAGING STUDENTS TO PARTICIPATE IN DEMOCRATIC ACTIVITIES SUCH AS STUDENT REPRESENTATIVE COUNCIL**
- **STUDENT FACING EVENTS AND ACTIVITIES SUCH AS FRESHER'S WEEK AND STUDENT AWARDS**

COMMITMENT WE EXPECT FROM YOU:

1. TO ATTEND EXECUTIVE MEETINGS AND TAKE PART IN EXECUTIVE ACTIVITIES
2. TO CREATE OPPORTUNITIES TO ELICIT STUDENT VIEWS AND FEEDBACK ON STUDENT ASSOCIATION ACTIVITIES AND UNIVERSITY WORK STREAMS
3. TO ATTEND SRC TO ENABLE ACCOUNTABILITY TO THE WIDER STUDENT BODY
4. TO WORK WITH OTHER EXECUTIVE OFFICERS, COMMITTEES AND GROUPS AND LOOK AFTER STUDENTS' COLLECTIVE INTERESTS
5. ACTIVELY SUPPORT AND HELP OUT WITH OTHER OFFICER CAMPAIGNS AND EVENTS
6. TO ATTEND EXECUTIVE TRAINING
7. TO SUPPORT SABBATICAL OFFICERS WITH COMMITTEE MEETINGS AS PART OF UNIVERSITY REQUIREMENTS WHERE APPROPRIATE

COMMITMENT YOU SHOULD EXPECT FROM US:

1. CONTINUING PROFESSIONAL DEVELOPMENT
2. ONGOING SUPPORT AND TRAINING, PROVIDED THROUGH A SELECTION OF NUS TRAINING COURSES, EXTERNALLY RECOMMENDED COURSES (PROFESSIONALLY DELIVERED) AND INTERNALLY FACILITATED PROJECT PLANNING.
3. SUPPORT FROM SA STAFF TO DELIVER CAMPAIGNS AND ACTIVITIES, AS AGREED WITH THE CHIEF EXECUTIVE OFFICER.
ROLE DESCRIPTOR

CAMPAIGNS:

ALL ELECTED OFFICERS ARE RESPONSIBLE FOR DESIGNING AND DELIVERING CAMPAIGNS FOR THE BENEFIT TO THE WIDER STUDENT POPULATION. CAMPAIGNS WILL BE BASED ON INDIVIDUAL MANIFESTOS AND JOINT INITIATIVES WHICH EMERGE DURING THE OFFICER INDUCTION AND PLANNING PERIOD.

SPECIFICALLY, EXECUTIVE OFFICERS WILL:

- DESIGN AND DELIVER ON INDIVIDUAL MANIFESTO COMMITMENTS WHICH MADE UP OFFICER ELECTION CAMPAIGNS
- DESIGN AND DELIVER A SHARED WORK PROGRAMME IN COLLABORATION WITH OTHER ELECTED OFFICER OF ABERTAY SA
- ENGAGE WITH LOCAL AND NATIONAL CAMPAIGNS IN PARTNERSHIP WITH OTHER STUDENTS ASSOCIATIONS IF REQUIRED
- RESPOND TO POLICY AND CAMPAIGN ACTIVITY MANDATED BY STUDENT REPRESENTATIVE COUNCIL.

DEMOCRATIC ACTIVITIES:

EXECUTIVE OFFICERS WILL PROMOTE THE DEMOCRATIC FUNCTIONS OF ABERTAY SA. YOU WILL ASSIST WITH THE RECRUITMENT OF CLASS REPRESENTATIVES, SPECIFICALLY GOING TO LECTURES, TALKING TO STUDENTS AND ENCOURAGING PARTICIPATION. EXECUTIVE OFFICERS WILL BE HELD TO ACCOUNT FOR MANIFESTO PROMISES, ANY ACTIONS TAKEN IN OFFICE AND DECISION-MAKING WHILST IN OFFICE BY STUDENT REPRESENTATIVE COUNCIL

STUDENT FACING EVENTS AND ACTIVITIES:

EXECUTIVE OFFICERS WILL ENSURE THAT SA EVENTS AND ACTIVITIES REPRESENT THE INTERESTS OF STUDENTS AND MEET THEIR NEEDS, WHILE PROTECTING THE ASSOCIATION, ITS OPERATIONS AND REPUTATION.

PERSON SPECIFICATION:

THIS ROLE WOULD SUIT SOMEONE WHO IS INTERESTED IN MAKING LIFE BETTER FOR ABERTAY STUDENTS AND WHO CAN LISTEN, UNDERSTAND AND ARTICULATE THE NEEDS OF STUDENTS TO MAKE GOOD THINGS HAPPEN. THEY SHOULD BE A GOOD TEAM PLAYER AND BE ABLE TO WORK TOGETHER WITH THE EXECUTIVE OFFICER TEAM AND ABERTAY SA STAFF TO PUT THEIR IDEAS INTO PRACTICE.