

Sabbatical Officer Role: Job Description

Key Information

Job Title	President Community
Department	Membership and Marketing
Team	SMT and Officers
Reporting To	Board of Trustees, Students' Union Council
Direct Management Responsibility	None
Location	Roehampton Students' Union
Salary	Starting salary of £28,185. This role sits in our Grade 4 band (£28,185 - £30,887). Salary is subject to our Pay and Reward Policy.
Working Hours	35 hours per week (excluding 30 minute daily unpaid lunch break). Our usual working pattern is Monday to Friday, during usual office opening hours, but there is flexibility with start and finish times. Some unsociable hours may be required on an ad-hoc basis at certain points in the year including weekend work.
Contract Type	Full-time, fixed term (15 June 2026 to 30 June 2027)

About Roehampton Students' Union

Roehampton Students' Union (RSU) exists 'to make student life better at Roehampton'. As a company limited by guarantee and a registered charity with a turnover of approximately £900k, we employ nearly 50 members of staff, split across a mix of permanent employees, casual and student staff. We deliver a range of services including academic representation, The Hive Café, student groups, an advice centre, volunteering opportunities, hosting events and activities, and supporting and organising campaigns on campus.

We're led by a team of two elected student leaders known as Sabbatical Officers who are elected annually during our Student Leadership Elections: President Education and President Community.

If you are successfully elected by your fellow students, you will serve full-time in your role for one academic year. This can either be as a sabbatical period (taking a break from your studies) or immediately after you graduate. During this time, you'll receive a full salary as an employee of the Students' Union.

Becoming an elected officer is an excellent way to develop your leadership skills, enhance your career prospects, and make real changes that students want to see. It gives you the ability to shape the direction of the Students' Union, representing over 12,000 students, and make important strategic decisions.

Purpose of the Role

The President Community is responsible for enhancing student life outside the academic experience, ensuring students feel safe, supported and part of a vibrant and inclusive community. The role leads work on sustainability, housing, cost of living, mental health, student groups, student communities and major Union events.

A core part of the role is to represent student interests to the University, the Students' Union and external partners, and to lead impactful campaigns and activities that respond to the key issues affecting students.

All Sabbatical Officers have four areas of responsibility: core duties shared across all Officers, the specific responsibilities attached to their portfolio, their role as a Trustee, and their responsibilities as an employee of the Students' Union.

Sabbatical Officer Responsibilities

Sabbatical Officers are elected student leaders responsible for representing students, delivering campaigns, and shaping the direction of the Students' Union. Their responsibilities include:

i. Representation and Influence

- Represent student views on key University committees, project boards and decision-making bodies, as well as within the Students' Union and with external stakeholders such as local MPs, Wandsworth Council and the Mayor's Office.
- Represent students to the National Union of Students (NUS) and other relevant regional or national bodies.
- Ensure student perspectives are actively considered in all major University and Students' Union decisions.
- Keep students informed through clear communication, highlighting progress, outcomes and the impact of student feedback.

ii. Leadership and Campaigning

- Lead and promote Union campaigns, Student Priorities, and contribute to delivering the Union's strategic plan.
- Support and empower students to run their own campaigns and initiatives.
- Act as a key decision-maker for the Students' Union and set agendas for Students' Union Council.
- Engage with students regularly and convene democratic forums as required.

iii. Collaboration and Strategic Influence

- Work closely with senior staff at the University, local partners and national bodies to ensure students have influence at every level.
- Deliver on assigned Student Priorities in collaboration with Students' Union and University staff.
- Influence the University's strategy through committee participation and regular dialogue with key staff.

President Community Responsibilities

The President Community leads the Students' Union's work on student life, wellbeing, belonging and student groups.

i. Student Groups and Community

- Lead the development and delivery of the Students' Union's support for student groups, ensuring they are empowered, well-governed and thriving.

- Champion participation in student groups, events and student media, and promote their successes.
 - Support and champion student group leaders to influence decisions across the University and Students' Union.
- ii. Student Experience and Wellbeing
- Represent and advocate for the student voice across student life, wellbeing and relevant University committees, working groups and projects.
 - Present evidence-based insights to the University to improve student support services, wellbeing and overall experience.
 - Lead campaigns that enhance student life and improve the wider student experience at the University of Roehampton.
- iii. Ethics, Sustainability and Events
- Ensure the University and Students' Union operate in an ethical and environmentally responsible manner.
 - Work with Students' Union staff to ensure student input shapes major events such as Freshers' Festival, the RSU and Sports Awards, and other annual events.
 - Build strong partnerships with internal and external stakeholders to influence positive change.
- iv. Governance
- Serve as Chair of the Students' Union's Board of Trustees.

Trustee Responsibilities

Sitting as a member of the Students' Union's Board of Trustees, which oversees the strategic direction, financial stability, and legal/reputational risks of the organisation, the role holder must:

- Ensure the Students' Union has a focused strategy and is working towards clear targets.
- Ensure the financial stability and sustainability of the organisation.
- Ensure the organisation complies with its constitution, relevant charity law, and other pieces of legislation such as the Education Act 1994.

General Responsibilities

As a staff member of the Students' Union, the President Community must:

- Effectively manage the resources of the Union, taking care to always strive for value for money and working within agreed budgets.
- Adhere to the financial regulations and all other relevant policies and procedures of the Union.
- Lead and participate in departmental and cross-departmental projects as required.
- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies and seek to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring the Data Protection Act 2018 and other relevant legislation are considered when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example, the University).
- Comply with the Students' Union's articles of association and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the role that may be required by the organisation.