

Dear Student,

Thank you for considering standing to be a council member on Glasgow University's Students' Representative Council.

Getting involved in the SRC is a great way to meet new people, build your CV and help improve the student experience for everyone. Whether you're running to be a School Representative or College Convenor, one of our Welfare & Equal Opportunity Officers or a Sabbatical Officer, the decision to get involved and represent students may be one of the best decisions you've made at university.

The Students' Representative Council represents students on many university committees at different levels. From University Court to the Student Experience Committee, we deal with issues relating to student welfare, learning and teaching, accommodation, study spaces, the digital experience and much more.

Please contact us if you would like a full list of the committees on which the SRC has a seat.

Although representation is a key focus, we do a lot more than that. Our sabbatical officers and council members organise a range of exciting and engaging events, which are focal points within the University's calendar, and these aim to benefit students alongside the wider community. Some of our big annual events include our Raising and Giving week, the Student Teaching Awards, the Volunteering & Clubs and Societies Awards, and many more. We also lead on several campaigns, such as preventing gender-based violence, mental health awareness and suicide prevention, as well as promoting crucial calendar dates such as Transgender Day of Visibility and Black History Month. Council members are also invited to a wealth of social events, including our Annual Council Dinner in spring.

There are also other ways you can get involved in the work the SRC does, such as through Volunteering, Student Media or helping with Welcome Week. I hope that your interest in supporting the student body on a wide range of issues will continue, and that you will involve yourself and engage with the SRC and its varied events and opportunities throughout the year.

There is financial support for SRC election candidates to help cover some of the costs associated with canvassing such as printing costs for leaflets and posters. This support is available to all candidates, and the sum available to each candidate will depend on the number of candidates who wish to receive this assistance. Details on how to apply and the process are available [here](#).

Being part of the SRC is a truly unique experience; I have loved my time on council so far and I'm so thankful for the skills, experiences, and friendships I've gained

along the way. I would recommend the opportunity to everyone - you won't regret it!

Best of luck with your campaign and remember, if you have any questions don't hesitate to email [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk) with any questions.

Yours sincerely,

Duncan Calvert  
SRC President

A handwritten signature in black ink, reading "Duncan Calvert". The signature is written in a cursive style, with the first name "Duncan" on the top line and the last name "Calvert" on the bottom line.

## Election Guidance – Vice President Student Support

| Role Description            |  |
|-----------------------------|--|
| <b>Role Title</b>           | Vice President Student Support   |
| <b>Term of Office</b>       | 1 <sup>st</sup> July 2026 – 30 <sup>th</sup> June 2027   |
| <b>Location</b>             | McIntyre Building, University Avenue, Glasgow, G12 8QQ   |
| <b>Salary</b>               | £25,249  |
| <b>Eligibility</b>          | <p>This is a paid, full-time position. Students may stand for a Sabbatical Officer position with the SRC but cannot hold the role while actively studying a full-time programme. Options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>After completing your course:</b> many students begin their Sabbatical year immediately after graduating.</li> <li>• <b>Taking a Year Out (Leave of Absence):</b> You may take an approved 12-month break from your degree to serve as a Sabbatical Officer, returning afterwards to complete your studies.</li> <li>• <b>Dissertation-stage students:</b> You may be able to submit your dissertation before starting your year of office or suspend your studies and resume dissertation work after your Sabbatical year (NB: you must discuss this with your Personal Tutor or supervisor, and the University must confirm to the SRC that an agreed arrangement is in place)</li> </ul> |
| <b>Endorsers Required</b>   | 30   |
| <b>Endorser Eligibility</b> | Must be a fully registered student at the University of Glasgow  |
| <b>Working Hours</b>        | <p>Monday – Thursday 9am – 5pm<br/> Friday 9am – 4pm<br/> <i>Some occasional evening and weekend work will be required.</i></p>  |

| Aims   |
|--|
| <p><b>1.1</b> To ensure that the needs of students at the University of Glasgow are considered and addressed in the areas of policy development and service delivery, both within the University and at governmental and international level.</p> <p><b>1.2</b> To raise and maintain awareness among the University student population of issues which may impact on their physical, social, emotional, or financial wellbeing.</p> |

| Main Duties   |
|---|
| <p><b>2.1</b> To represent the interests of students, registered at the University of Glasgow, on SRC and University Committees which are relevant to the aims of this post.</p> <p><b>2.2</b> Provide ongoing support to Welfare and Equal Opportunities Officers (in conjunction with other relevant Sabbatical Officers and staff)</p> |

**2.3** Work closely with Welfare and Equal Opportunities Officers and staff, in developing and implementing campaigns which seek to improve student wellbeing and quality of life.

**2.4** Provide effective line management to SRC Welfare and Equal Opportunities Officers (except for the Charities Officer), by providing ongoing support and facilitating meetings.

**2.5** Support the development of campaigns on issues that directly impact on the lives of students at the University.

**2.6** Organise and coordinate the elements of events that are relevant to this post as directed by the Executive.

**2.7** Ensure the Executive, Council and Class Reps are fully aware of emerging issues (of a non-academic nature), internal to the University and externally, which may impact on the quality of life of Glasgow University students, and which may require a GUSRC response.

**2.8** Liaise with appropriate staff, through the Permanent Secretary, on policy matters relating to the aims of this post. This includes:

- Attending and participating in regular meetings with the Advice, Policy & Training Team, Permanent Secretary, and VP Education.
- In conjunction with the Advice, Policy & Training Team, maintain an awareness of, and facilitate research on, matters affecting student wellbeing at a national, local, and University level.

**2.9** Keep abreast of current and proposed legislation on matters affecting students. Prepare and present briefing materials for internal and external stakeholders on all such matters.

**2.10** In conjunction with appropriate staff members, liaise with relevant external bodies.

**2.11** Attend stalls at events and provide/distribute appropriate publicity materials.

### **Obligations**

**3.1** Elected Sabbatical Officers are required to sign a memorandum of understanding which sets out working conditions and provides protection in the following areas: terms of office, working week and hours, remuneration, absence, sick pay, holidays, academic study, resignation, and disciplinary and grievance procedure.

**3.2** Sabbatical Officers are obliged to abide by the code of conduct as set out in GUSRC's Constitution.

**3.3** Those elected will also be obliged to adhere to the above job description and display proof of their matriculation status no later than the start of the academic session of the year during which they will hold office.

**3.4** Sabbatical Officers should avoid participation in any role or contribution to any activity which could be perceived as a conflict of interest. Once elected; responsibilities are to ensure the interests of GUSRC are always represented. Advice should be sought where a perception of a conflict of interest may arise.

## Responsibilities

**4.1** Sabbatical Officers are representatives of University of Glasgow students, within the GUSRC, the University, and the wider community. All Sabbatical Officers should be available to speak to and assist students, to the best of their ability, during the working hours outlined above.

**4.2** Sabbatical Officers should promote and raise awareness of the services provided by GUSRC and ensure as far as possible that all students have equal access to these services.

**4.3** Sabbatical Officers should attend GUSRC Council, Executive, and other Committees, and provide reports to these bodies when asked to do so. Sabbatical Officers are responsible for upholding the Constitution and policies of GUSRC, and should liaise with staff, other Executive and Council members to carry this out.

**4.4** Sabbatical Officers should support and encourage Council members in the execution of their roles and should do as much as possible to ensure that all students have an equal opportunity to take part in GUSRC's work.

**4.5** As part of their representative function, Sabbatical Officers should maintain constructive relations with the University, external organisations, and the other student bodies on campus.

**4.6** Sabbatical Officers should not gain or seek to gain financially through their privileged access to information on additional available earning opportunities notified to GUSRC from time to time. They should ensure all such opportunities are communicated as widely as possible.

## Checklist

**Please ensure you have:**

- Submitted your online nomination form by 12pm on Friday, 20<sup>th</sup> February.

- Checked that your endorsers are all fully registered students at the University of Glasgow and are eligible to endorse the position you are standing for. **We recommend that you add a few extra endorsers to help you meet your quota in case any of your endorsers are not eligible.**
- Made sure all your endorsers are confirmed by 4pm on Friday, 20<sup>th</sup> February.
- Submitted the following to [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk) by 4pm on Friday, 20<sup>th</sup> February:
  - Photograph of yourself
  - Photograph of your Student ID
  - Your manifesto (max. 500 words, saved as a Word document)
  - Your manifesto summary (no more than 280 **characters**)
- Read the role description.
- Read and understood the election rules and regulations.

If you have any questions, please do not hesitate to contact the Deputy Returning Officer at [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk).

<https://www.glasgowunisrc.org/representation/elections/>