

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 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.

I'm excited to announce that this year we have introduced 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,

A handwritten signature in black ink, appearing to read 'Rinna Väre', with a stylized flourish at the end.

Rinna Väre  
SRC President

**ELECTION PACK**  
**GUIDE TO POSITIONS AVAILABLE**  
**VP STUDENT SUPPORT**

**SPONSORS REQUIRED – 30**

**SPONSOR ELIGIBILITY –**

- **Must be a fully registered student of the University of Glasgow.**

**Term of Office** 12 months, commencing 1<sup>st</sup> July 2023.

**Working Hours** Monday to Thursday 9am-5pm, Friday 9am-4pm.

Some evening and weekend meetings. (34 hrs p/w) **Pay** £22,149 p/a

**1. Aims of Post**

1.1 To ensure that the needs of students of 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.

1.2 To raise and maintain awareness among the University student population of issues which may impact on their physical, social, emotional or financial well-being.

**2. Key Duties**

2.1 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.

2.2 Provide ongoing support to Welfare and Equal Opportunities Officers (in conjunction with other relevant Sabbatical Officers and staff).

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

2.4 Provide effective line management to SRC Welfare and Equal Opportunities Officers (with the exception of 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 of the University.

2.6 Organise and co-ordinate the elements of events, and festivals etc. that are relevant to the 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 well-being at 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.

### **3. 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 the SRC'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 represented at all times. Advice should be sought where a perception of a conflict of interest may arise.

### **4. Responsibilities**

4.1 Sabbatical Officers are representatives of University of Glasgow students, within the SRC, 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 the SRC and ensure as far as possible that all students have equal access to these services.

4.3 Sabbatical Officers should attend SRC 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 policy of the SRC, 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 the SRC'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 the SRC from time to time. They should ensure all such opportunities are communicated as widely as possible.

# CHECKLIST

## PLEASE CHECK YOU HAVE:

- Completed an online nomination form and submitted the form by 12 noon on Friday the 17<sup>th</sup> February.
- Checked that your sponsors are all fully registered students of the University of Glasgow and eligible to sponsor the position you are standing for. **We recommend that you add additional sponsors to help you meet your quota in case any of your selected sponsors are not eligible.**
- Made sure all your sponsors are confirmed by 4pm on Friday 17<sup>th</sup> February.
- Submitted an electronic photo to the elections email address by 4pm on Friday 17<sup>th</sup> February.
- Submitted your manifesto (no more than 500 words) as an attachment to the elections email address by 4pm on Friday 18<sup>th</sup> February.
- Submitted a summary of your manifesto (no more than 280 characters), for use across the SRC's social media channels.
- Read the job description.
- Read and understood the election rules and regulations.

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

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