



BIRKBECK
STUDENTS'
UNION
HERE FOR YOU

POSTGRADUATE
SABBATICAL OFFICER

JOB DESCRIPTION

COULD THIS
BE
YOU?

A yellow silhouette of a person's head and shoulders is positioned behind the text 'COULD THIS BE YOU?'. The person appears to be looking towards the right of the frame.

PURPOSE OF ROLE

The Postgraduate Sabbatical Officer is a paid position that represents the interests and needs of postgraduate students at Birkbeck. The Postgraduate Sabbatical Officer works closely with the Students' Union, University, and other relevant bodies to ensure that postgraduate students have a voice in decision-making processes, access to academic and welfare support, and opportunities for social and professional development. The Postgraduate Sabbatical Officer also leads campaigns and initiatives to improve the postgraduate student experience and promote postgraduate culture on campus.

The Students' Union is an independent organisation within Birkbeck University, here for Birkbeck students. Through our democratic practices and campaigns, we represent the student voice to the University as a critical friend and change maker.

MAIN DUTIES AND RESPONSIBILITIES

Represent the views of students at Birkbeck

- As a representative of Birkbeck students, be the face of the Students' Union
- To act as the primary spokesperson and advocate for postgraduate students on all matters affecting their academic and personal well-being
- To coordinate and support the activities of the Postgraduate Network and be a point of contact for postgraduate Birkbeck students
- To proactively collect feedback and input from students regularly to ensure work is representative.
- Attend University meetings and committees, elevating the student voice at these levels
- Sit on Academic Panels
- Meet regularly with key leaders in the University
- Potentially - Be a Governor at Birkbeck University (depending on the voting count)

Work with Birkbeck University to ensure their work meets students' needs and improve the student experience

- Create initiatives to improve the student experience at Birkbeck
- Lobby the University for change
- Negotiate best outcomes for students
- Run campaigns, events and activities to benefit and enhance the student experience

Develop a community for Birkbeck students

- Create initiatives to improve the student experience
- Create opportunities for students to network with other students, or to increase engagement with Union activity

To be a professional and committed employee of the Students' Union

- Work 21 hours a week as per your contract
- To attend essential Students' Union meetings, including Student Parliament meetings and Trustee Board
- To be accountable to students, including providing a termly report to the Student Parliament, Officer Scrutiny Panel and Trustee Board

To be a Trustee of the Students' Union and oversee the charitable organization

- The Sabbatical Officer elected with the most votes will be the Chair of the Board of Trustees
- Submit the termly report on Officer activity to the Trustee Board
- Help oversee the organisational decisions made by the Trustee Board
- Review and approve Union activity, including finances and strategy

WORKING RELATIONSHIPS & CONTACTS

- Vice Chancellor and Senior Leadership Team
- Students
- Union staff
- Student Parliament
- Other officers

GENERAL RESPONSIBILITIES

(These are standard to all Birkbeck Job Descriptions)

- To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with the General Data Protection Regulations and to ensure that any issues as appropriate are reported to the University's Protection Officer.
- To undertake such other duties as may be reasonably expected.

VISIBILITY

- To be present in the Students' Union office once a week during term time
- To be present at core Student Unions' events
- To take part in officer videos and photos as part of promotion for the Students' Union

BENEFITS & DEVELOPMENT OPPORTUNITIES

- Officer development training
- Union induction/training sessions
- Trustee training
- Personal development throughout the year
- Staff support contact
- Networking opportunities
- Experience at working with the top of the University

PERSONAL SPECIFICATION

ATTRIBUTES

General Skills/ Attributes	<ul style="list-style-type: none">• Passionate and Proactive about improving postgraduate experience and representation.• Commitment to the Birkbeck community.• Passionate about making change.• Committed to helping others.• Ability to manage conflicting deadlines and manage own time well.• Enthusiasm for representation and advocacy.
Eligibility	<ul style="list-style-type: none">• Must be a current Birkbeck student at the time of election.• Must be a current Postgraduate student at Birkbeck at the time of election