



**BIRKBECK  
STUDENTS'  
UNION  
HERE FOR YOU**

**WELFARE  
SABBATICAL OFFICER**

**JOB DESCRIPTION**

**COULD THIS  
BE  
YOU?**



## **PURPOSE OF ROLE**

The purpose of the Welfare Sabbatical Officer is to be responsible for campaigning on issues that affect student welfare including housing, mental health and financial hardship. As well as to work on behalf of Birkbeck students to improve the student experience and represent the needs of students in all areas of work, including to University committees and leadership.

*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
- Campaign for Student Welfare
- Be a point of contact for 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
- Be a Governor at Birkbeck University

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