

# VP SCARBOROUGH (SABBATICAL OFFICER)

## Hull University Union.

HUU is a charity, helping students during their time at university to create change, gain new skills, access help and support when needed and – most importantly – have a great time! All of the profit we generate through our commercial services goes straight back into the student experience here.

Our mission statement is to enhance the lives of every person studying at the University of Hull by:

- Bringing you together;
- Offering you opportunities to develop;
- Representing and empowering you to make change.

HUU is run by students for students to ensure students studying at the University of Hull gain valuable life skills as well as the best education possible – and you can be a part of this.

## Core Purpose.

The Vice-President is a Principal Officer of the Union; a Trustee of HUU and a member of the Scarborough Executive Committee (casting vote only for electing a chair of the committee) and a voting member of the Union Executive Committee. The Vice-President Scarborough is responsible for Union representation and liaison between the Union, the University, the local community and national bodies for the Scarborough Campus.

## Description of Specific Duties.

In representing HUU's members the Vice-President Scarborough shall regularly report on progress through the available student media with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

- a) Coordinating Welcome Week on the Scarborough campus;
- b) Attending and representing HUU Scarborough Campus at official Union, University, local and national functions;
- c) Liaising with the President in producing Union publications relating to the Scarborough Campus including the Annual Report and press releases (in liaison with the marketing department and Scarborough Union Manager where appropriate);
- d) Attending national and regional NUS events;
- e) Ensuring regular reviews of HUU Strategy relevant to Scarborough and action plans by the SEC and Zones;
- f) Supporting all members of the SEC as required and having regular one to one meetings with them;
- g) Holding a monthly meeting with the Dean of Scarborough campus;
- h) Ensuring Scarborough campus is marketed both externally and internally by the marketing department;
- i) Ensuring open forums and sabbatical surgeries happen regularly;
- j) Ensuring SEC officers tender reports to the relevant Zone meetings;
- k) Acting as editor in chief of any media (subject to the media being separate from Hull campus);
- l) Attending all course rep forums to offer support to the Education Officer.

## Further particulars.

Hours of work: Variable, evenings and weekend work required in addition to core office hours.

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Remuneration: £17,333 p.a.

### Essential personal qualities.

- Committed to student democracy and representation
- Strong team working skills
- Leadership skills
- Dedication
- Flexibility
- Excellent verbal communicator
- Able to quickly master complex issues
- Responsiveness
- Able to handle confidential information

### Benefits.

- Help shape the future for students at HU
- Develop your communication, organisational, event planning, teamwork and leadership skills
- Additional training to develop your skills
- Regular 121s with your personal mentor and support from HUU staff
- Building relationships with university members of staff
- Training and handover from 20 June – 1 July 2016 before you take office on Friday, 1 July 2016