

President of Student Opportunities

As President of Student Opportunities, you'll lead on the development and support of a wide variety of societies and subcommittees within the Association. You'll work with students and staff to provide an exceptional student experience, including the development of volunteering, entrepreneurship, employability, and graduate attributes. You'll be the voice of students on a range of University and Association committees.

Specific Responsibilities

- Have overall responsibility for matters relating to societies, volunteering, and employability
- Lead and support the Societies Executive, working closely with its members to ensure the Societies Forum is proactively engaged in the development of its remit.
- Work closely with the relevant University Professional Services, such as the Careers Centre, to deliver core events in partnership throughout the year.
- Be an active member of relevant committees within the Students' Association, the University, and elsewhere.
- Promote volunteering and volunteer recognition in partnership with the relevant University Professional Services.
- Act as a point of contact for any member, or group of members, looking to become involved with activities through the Association.
- Work with both Union and University staff to organise pre-sessional student activities, and have overall responsibility for organising Freshers' Fayre and Refreshers' Fayre
- Have responsibility for organising external activities not covered by other Executive remits, including University Challenge trials.
- Be an active member of relevant committees within the Students' Association, the University, and elsewhere.
- To attend the Athletic Union Board (AU Board) as a full member
- Act as an Officer Trustee to the Students' Association Board and the duties that come with this.
- Work collaboratively with the other Association Executive officers as part of a close team

General Responsibilities

- Shall work collaboratively as part of the Association Executive team, to be collectively responsible for the political leadership of the Students' Association.

- Shall work full-time and represent the interests of students to the University of St Andrews.
- Shall meet regularly with university leadership and committees.
- Shall serve as a member of the SA Board as a Director of the Corporate Trustee of the Students' Association, together with your fellow Executive Officers.
- Shall ensure the Association is ethical, financially sustainable, and environmentally friendly.
- Shall share the responsibility of communicating with the student membership, keeping all our members informed about the work of the Executive Officer team as well as the Union's services for its members.
- Shall work collaboratively with the staff team within the Students' Association to further the mission and goals of the organisation.
- Shall fulfil their role as outlined in the role description and to support wherever necessary other student officers in the fulfilment of their roles.
- Shall act as an ambassador for the St Andrews student community.
- Shall lead on the implementation of Union policies, Laws, Standing Orders, relevant to their role.

Memberships

The below membership outlines some of the meetings this role is expected to attend as part of their representational duties. Other meetings are confirmed annually in July/August in collaboration with the University.

Athletic Union Board	Member	Approximately 5 meeting per year
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Details of the job

Position: Executive Officer and Officer Trustee

Start Date: 7 July 2025

Hours of work: Full-time, working 35 hours per week Monday - Friday. Some unsociable hours including weekend work may be required at times

Contract: Fixed term contract starting 7 July 2025. End date July 2026 TBC (with option to stand for one further year)

Job shadowing: Before taking up office there will be opportunities to shadow the current officer team and gain further understanding of how the Students' Association operates through voluntary training

Induction: Full induction and training is given for the post across the summer period

Salary: 3.14 of the University pay scales. Currently £25,448