

SABBATICAL OFFICER TRUSTEE

COMMUNITIES & COMMON ROOMS OFFICER

JOB DESCRIPTION



Job title:	Communities & Common Rooms Officer
Location:	Your normal place of work is 4 Worcester Street, Oxford, OX1 2BX. We expect all employees to be in the office at least 60% of the time; during term time, officers will probably need to be on-site most days, depending on business need.
Working hours:	37.5 hours - to be worked according to business need
Contract:	One year fixed term
Salary:	£28,081
Term in office:	01/07/25 - 30/06/24
Holidays:	24 days + 6 fixed closure days + 8 public holidays

Job Purpose

This is an exciting new role for the students' union working primarily with common rooms and other community groups to develop the SU's new democratic model and structure. We are building a strong union, that is designed to bring us in line with the collegiate structure. You'll build a model that supports the SU to represent the views and priorities of common rooms in relation to their educational experience at the University of Oxford internally and externally. You'll gather and access actionable insight on the student experience for specific groups of students including common rooms, clubs and societies and as such your priorities will flex with student need. You'll be an advocate for student needs and rights, influencing decisions and engaging in policy development across the collegiate university. You'll work with students and other representatives in partnership with college and University staff to co-create solutions and policies to improve the lives of students across the collegiate university.

Key Staff Stakeholders

- Academic Registrar
- Registrar
- Proctors and Assessor
- Chair of Conference of Colleges
- Conference Secretariat
- Clubs Committee, Rules Committee and Sports Council
- Student Life Subcommittee
- Admissions Committee & Executive

Key Committees

- Conference of Colleges & its sub-committees
- Estates Bursar's Committee

Key Student Stakeholders

- JCR & MCR Presidents
- Common Room Representatives
- Community Officers
- Society Presidents
- Club Presidents

Responsibilities

As a Representative of the Students' Union



- To attend and actively contribute to committees and working groups across the collegiate university
- To build collaborative and mutually beneficial relationships with student members, student representatives (specifically those from common rooms, societies and clubs), as well as key university and college stakeholders
- To work with SU staff and other stakeholders to identify and work towards policy targets that matter across the collegiate university and that relate to motions passed within common rooms
- To proactively engage student members and representatives in consultation and policy development work
- To lead and work within the SU's governance and democratic structures, ensuring that decisions are made in line with the articles and bye-laws of the organisation and that you remain accountable to the membership through your actions
- To represent Oxford SU nationally, through organisations such as NUS
- To work specifically with Common Room Presidents to oversee the SU's democratic structures, developing the Conference of Common Rooms model

As a Member of the Sabbatical Officer Team

- To work collaboratively with the other sabbatical officers, and senior leadership team as an equal member of the team
- To assist other sabbatical officers in their work, including deputising on committees
- To identify and work towards joint policy targets and to consult with other officers where their portfolios are relevant to policy targets that you are working towards individually

As a Member of Staff within the Students' Union

- To contribute to organisational priorities and strategic plans, including supporting the gathering of insight and data
- To work collaboratively with all other employees of the students' union
- To follow all SU policies and procedures in relation to your employment
- To support organisation-wide projects and activities including Fresher's Fair

As a Sabbatical Officer Trustee

- Ensuring that Oxford SU only uses its resources in pursuit of its stated objects (purposes) defined in the Articles as Association. Contributing to the development of long-term strategies to achieve these objects, ensuring that Oxford SU defines its goals and regularly evaluates performance against agreed targets
- Ensuring that Oxford SU complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Safeguarding the good name and values of the organisation, and always acting in the organisation's best interests
- Ensuring that decisions are made taking account of and protecting the financial stability of Oxford SU
- Ensuring that the Board gives proper consideration to decisions made through Oxford SU's democratic processes, bringing your specific lived experience as a student.
- In achieving this, Trustees are expected to review board papers, lead discussions, focus on key issues, provide advice and guidance on new initiatives and advise on any issues related to the student experience