SABBATICAL: WELFARE AND CAMPAIGNS OFFICER

Term of Office

- The Sabbatical Officers term of office commences from 1st August until 31st July inclusive. Two weeks training will take place in July.

Sabbatical Responsibilities:

- Be the primary representative of student views to the University, local, regional and national bodies.
- Act as Trustees of the SU, ensuring all Union services and functions are relevant and have a positive impact on students.
- Regularly and proactively talk to all demographic groups of students.
- Feedback regularly and proactively to students about outcomes and impact of representation activity.
- Responsible for ensuring communication from entire Sabbatical team to membership.
- Act collectively and take collective responsibility.
- Abide by the Trustees Code of Conduct.
- Be accountable for manifesto pledges.
- Work within the law and Warwick SU’s governing documents.
- Enact Governing documents, By-Laws and Policy.
- Work to embed community integration across the University community.
- Work to embed Warwick SU’s values (democratic, independent, ethical, fun, informative, enriching and accessible).
- Ensure personal awareness of all other Sabbatical Officer’ activities.
- Provides student input by working with staff to ensure all services meet the needs of students.
- Be involved in the delivery of significant organisational activities such as Freshers’ period, Open Days etc.
- Work collaboratively with staff to deliver the SU’s Charitable objectives.
- Commit to reducing the Students’ Union environmental impact and promote environmental and ethical good practice.
- All duties to be carried out with due regard to the ‘Organisational’ policies on Health and Safety, Customer Care and Equal Opportunities.
Individual Responsibilities:

- Working closely with the Student Advice Centre; maintaining and developing the content of the advice pages on the website.
- Primary contact for Equal Opportunity enquiries, upholding and implementing the Equal Opportunities Bye-Law.
- Developing strategies to improve access and to remove discrimination in Union services and the Union.
- Delivering Equal Opportunities Training.
- Liaising with Nightline, the Senior Tutor’s Office, the Health Centre, the Counselling Services, the Chaplaincy, the Student Support Office, the Head of Security Services and the NHS.
- Dealing with accommodation issues, both on and off campus. Maintaining communication with Warwick Accommodation; dealing with complaints, giving guidance on living off campus, housing legislation, standards and accreditation schemes. Running the annual Housing Day and reviewing the guide on living off-campus.
- Ensuring the availability of affordable single-room on-campus accommodation for all first-year students, especially international and disabled students.
- Facilitating Welfare Campaigns, e.g. housing, sexual health, blood donation, mental health, crime prevention, responsible drinking and personal safety.
- Advocate for student health and wellbeing.
- Supporting campaigning officers and events, i.e. Anti-Racism, Students with Disabilities, Women’s, LGBTUA+ and Ethnic Minorities.
- Supporting liberation campaigns.
- To raise awareness/run campaigns on:
  a) Responsible Drinking
  b) Housing
  c) Sexual Health
  d) TV licensing
- To work with the Women’s Officer to run an annual campaign on the issue of sexual harassment with a view to achieving accreditation as a ‘Zero Tolerance’ Union by the NUS Women’s Campaign.
- To arrange regular GUM (Genito-Urinary Medicine) Clinics in the Students’ Union and to invite the National Blood Service to campus.
- Supporting underrepresented groups in the Union, e.g. student parents, postgraduates, part-time students.
- Community issues; maintaining good links with non-student residents in the community and local councillors, working to improve student integration in local neighbourhoods, ensuring off-campus students are equipped to be good citizens.
- Ensuring off campus students are engaged and informed using tools such as Beyond the Bubble.
• Casework and enquiries.
• Conduct impact assessment of above and related campaigns.

**Union Committee/Bodies:**

• Board of Trustees
• Sabbatical Trustee to Finance and HR Committee
• Campaigns Convention (Chair)
• Commercial Performance Review
• Community Steering
• Equal Opps Working Group
• Membership Performance Review
• Postgrad Steering
• Sabbatical Meetings
• Staff Consultative Forum
• Student Council
• Westwood Working Group

**University Committees:**

• Chaplaincy Advisory Group
• Disability Interest Group
• Equal Opportunities Network
• Equality and Diversity Network
• Joint University/Union Community Strategy
• Responsible Drinking Group
• Students’ Union and University Liaison Group
• Supporting Students in the Community
• University Rents Working Group
• Warwick Volunteers Steering Board