



**lent**  
**elections**  
**2020**



# CAMBRIDGE SU

**EVERYTHING YOU NEED TO KNOW ABOUT  
BEING A SABBATICAL OFFICER**

**[cusu.co.uk/lentelections](https://cusu.co.uk/lentelections)**



# WELCOME!

Welcome to the Cambridge SU Sabbatical Officer information guide! Here you will find everything you need to know about being a Sabbatical Officer at Cambridge SU. Being a Sabbatical Officer is a unique experience, particularly at a university like Cambridge. We hope this guide is useful to you and able to answer all your questions. However, if you feel something is missing, please don't hesitate to send an email to [elections@cusu.cam.ac.uk](mailto:elections@cusu.cam.ac.uk) and we'll get back to you as soon as possible.

We look forward to seeing you running in the Lent Elections!

*-from all of us at the Students' Unions*



**FOLLOWING THE ELECTIONS**

**FACEBOOK, TWITTER, INSTAGRAM: CUSUONLINE**

Being a Sabbatical Officer is a full-time job that any student can run for, regardless of level of study. All Sabbs will be supported by staff at Cambridge SU and receive a full induction process, including a two week handover with the outgoing Sabbatical Officer team. A normal working week will comprise of not less than 35 hours per week. Sabbatical Officers and staff are required to work Monday-Friday and on occasions, will be required to work out of hours or on weekends.

All Officers will be working at Cambridge SU, based at 17 Mill Lane, Cambridge, CB2 1RX\*. The salary of Cambridge SU Sabbatical Officers is not yet confirmed, but will be £21,000-£23,000.

Once elected, excluding the two Presidents who are automatically trustees, the team will appoint three of the remaining 6 officers to act as trustees for Cambridge SU.

### **UNDERGRADUATE STUDENTS CAN RUN FOR THE FOLLOWING ROLES:**

- Access, Education & Participation Officer (UG)
- BME Officer
- Disabled Students' Officer
- President (UG)
- Welfare & Community Officer
- Women's Officer

Undergraduates can also run for any of the roles on the Executive Committee, or for committee positions within the SU Campaigns where appropriate. Each of the SU campaigns will have undergraduate and postgraduate structural co-leadership.

### **POSTGRADUATE STUDENTS CAN RUN FOR THE FOLLOWING ROLES:**

- Access, Education & Participation Officer (PG)
- BME Officer
- Disabled Students' Officer
- President (PG)
- Welfare & Community Officer
- Women's Officer

Postgraduates can also run for any of the roles on the Executive Committee, or for committee positions within the SU Campaigns where appropriate. Each of the SU Campaigns will have undergraduate and postgraduate structural co-leadership.

We have further guidance on our website regarding being a Sabbatical Officer, including extensive guidance for international students with visa information:

**[bit.ly/lent-election-faqs](https://bit.ly/lent-election-faqs)**

# PRESIDENT (UG)

The Undergraduate President is the lead representative of all undergraduate students at the University. Here's a list of what the job will entail:

- Being the lead representative of undergraduate students at the University
- Sitting on University Council and a number of other committees
- Taking a leadership role in the running of the Union, chairing either the Executive Committee or the Board of Trustees and being accountable to the University for some aspects of the SU's work
- Being a lead spokesperson for the SU to external organisations and the media
- Supporting and enabling collaboration between JCRs and MCRs including College Forum
- Leading and supporting the Sabbatical Officer team, coordinating the work of the other officers
- Working closely with the Postgraduate President on many of these responsibilities
- You must be an Undergraduate at the time of the election in order to stand for this role

## SKILLS

Here's a look at some of the skills you'll use and gain when you become a Sabbatical Officer. Don't worry if you don't have all of these right away, Cambridge SU offers lots of opportunities for training and development for all staff and Sabbatical Officers.

- Charity governance
- Diplomacy
- Organisational skills
- Public speaking
- Chairing
- Teamwork
- Building relationships



# PRESIDENT (PG)

The Postgraduate President is the lead representative of all graduate students at the University. Here's a list of what the job will entail:

- Being the lead representative of Postgraduate students at the University
- Sitting on University Council, the University's governing body, and a number of other committees
- Taking a leadership role in the running of the Union, chairing either the Executive Committee or the Board of Trustees and being accountable to the University for some aspects of the SU's work
- Being a lead spokesperson for the SU to external organisations and the media
- Supporting and enabling collaboration between JCRs and MCRs including College Forum
- Leading and supporting the Sabbatical Officer team, coordinating the work of the other officers.
- Working closely with the Undergraduate President on many of these responsibilities
- You must be a Postgraduate at the time of the election in order to stand for this role

## SKILLS

Here's a look at some of the skills you'll use and gain when you become a Sabbatical Officer. Don't worry if you don't have all of these right away, Cambridge SU offers lots of opportunities for training and development for all staff and Sabbatical Officers.

- Charity governance
- Diplomacy
- Organisational skills
- Public speaking
- Chairing
- Teamwork
- Building relationships



# ACCESS, EDUCATION & PARTICIPATION (UG)

The Undergraduate Access, Education and Participation Officer is the lead officer for Undergraduate students on issues surrounding their educational experience at university, equal participation of all Undergraduate students in university life, and fair access to Undergraduate study at the University. Here's a list of what the job will entail:

- Representing students on the General Board, the University's senior academic body, and a number of other committees
- Overseeing (with staff support) the SU's access schemes for undergraduate study
- Training and supporting Academic Reps, including coordinating Academic Forum
- Supporting and enabling collaboration between JCR Access Officers
- Working closely with the Postgraduate Access, Education and Participation Officer on many of these responsibilities
- You must be an undergraduate at the time of your election to stand for this role, and candidates are expected to have personal experience and understanding of access at Cambridge

## SKILLS

Here's a look at some of the skills you'll use and gain when you become a Sabbatical Officer. Don't worry if you don't have all of these right away, Cambridge SU offers lots of opportunities for training and development for all staff and Sabbatical Officers.

- Organisational skills
- Public speaking
- Chairing a meeting
- Teamwork
- Training
- Gathering feedback



# ACCESS, EDUCATION & PARTICIPATION (PG)

The Postgraduate Access, Education and Participation Officer is the lead officer for Postgraduate students on issues surrounding their educational experience at university, equal participation of all Postgraduate students in university life, and fair access to Postgraduate study at the University. Here's a list of what the job will entail:

- Representing students on the General Board, the University's senior academic body, and a number of other committees
- Overseeing (with staff support) the SU's access schemes for Postgraduate study
- Training and supporting Academic Reps, including coordinating Academic Forum
- Supporting and enabling collaboration between JCR Access Officers
- Working closely with the Undergraduate Access, Education and Participation Officer on many of these responsibilities
- You must be a Postgraduate at the time of your election to stand for this role, and candidates are expected to have personal experience and understanding of access at Cambridge

## SKILLS

Here's a look at some of the skills you'll use and gain when you become a Sabbatical Officer. Don't worry if you don't have all of these right away, Cambridge SU offers lots of opportunities for training and development for all staff and Sabbatical Officers.

- Organisational skills
- Public speaking
- Chairing a meeting
- Teamwork
- Training
- Gathering feedback



# BME OFFICER

The Black & Minority Ethnic Officer is the lead representative for BME students at the University. Here's a list of what the job will entail:

- Taking a leadership role in the BME Campaign, in keeping with its constitution. This includes coordinating the Campaign's campaigning and representative work.
- Sitting on some University committees
- Being accountable to BME students via the BME Campaign for their work
- Supporting and enabling collaboration between College BME Officers
- You must be a BME student to stand for this role

## SKILLS

Here's a look at some of the skills you'll use and gain when you become a Sabbatical Officer. Don't worry if you don't have all of these right away, Cambridge SU offers lots of opportunities for training and development for all staff and Sabbatical Officers.

- Organisational skills
- Public speaking
- Chairing
- Teamwork
- Running events
- Supporting volunteers
- Running campaigns



# DISABLED STUDENTS' OFFICER

The Disabled Students' Officer is the lead representative for disabled students at the University. Here's a list of what the job will entail:

- Taking a leadership role in the Disabled Students' Campaign, in keeping with its constitution. This includes coordinating the Campaign's campaigning and representative work
- Sitting on some University committees
- Being accountable to disabled students via the Disabled Students' Campaign for their work
- Supporting and enabling collaboration between College Disabled Students' Officers
- You must be a disabled student to stand for this role

## SKILLS

Here's a look at some of the skills you'll use and gain when you become a Sabbatical Officer. Don't worry if you don't have all of these right away, Cambridge SU offers lots of opportunities for training and development for all staff and Sabbatical Officers.

- Organisational skills
- Public speaking
- Chairing
- Teamwork
- Running events
- Supporting volunteers
- Running campaigns



# WELFARE & COMMUNITY OFFICER

The Welfare & Community Officer is the lead officer for all students on issues relating to their mental, physical and social wellbeing, and students' rights. This includes issues related to accommodation and housing. Here's a list of what the job will entail:

- Being the lead officer for issues around the relationship between students and the local community and the engagement of students with local and national democracy
- Sitting on University and college committees related to student welfare
- Overseeing (with staff support) the SU's activity to support students' welfare & rights, including the Student Advice Service
- Supporting and enables collaboration between Welfare Officers in colleges and other student groups
- Any student can stand for this role

## SKILLS

Here's a look at some of the skills you'll use and gain when you become a Sabbatical Officer. Don't worry if you don't have all of these right away, Cambridge SU offers lots of opportunities for training and development for all staff and Sabbatical Officers.

- Organisational skills
- Public speaking
- Teamwork
- Building relationships



# WOMEN'S OFFICER

The Women's Officer is the lead representative for women and non-binary people at the University. Here's a list of what the job will entail:

- Takes a leadership role in the Women's Campaign, in keeping with its constitution. This includes coordinating the Campaign's campaigning and representative work.
- Is a lead representative for students at the University for whom "woman" forms a part of their gender identity
- Sits on some University committees
- Is accountable to women students via the Women's Campaign for their work
- Supports and enables collaboration between College Women's Officers
- You must be a student for whom "woman" forms a part of your gender identity to stand for this role

## SKILLS

Here's a look at some of the skills you'll use and gain when you become a Sabbatical Officer. Don't worry if you don't have all of these right away, Cambridge SU offers lots of opportunities for training and development for all staff and Sabbatical Officers.

- Organisational skills
- Public speaking
- Chairing a meeting
- Teamwork
- Running events
- Supporting volunteers
- Running campaigns



# TIMELINE:

**TUE, 18 FEB**

nominations  
open

**TUE, 25 FEB**

nominations  
close (at noon)

**THU, 27 FEB**

campaigning  
opens (at 9am)

**FRI, 28 FEB**

hustings  
(at 6pm)

**MON, 2 MAR**

voting opens  
(at 9am)

**THU, 5 MAR**

voting closes  
(at 5pm)

# VOTING OPEN:

**9 am on Monday, 2nd March  
and closes at 5 pm on Thursday, 5th March.**

