



LEADERSHIP
ELECTIONS



PRESIDENT (PG)

JOB PACK | 2025

WHAT IS A SABBATICAL OFFICER?

Sabbatical Officers are an elected position within Cambridge SU. They are leaders of the SU, and only those who are current students can stand for election. The key remit of the role is to represent and campaign for students, ensuring their voices are heard across the collegiate university.

All Sabbatical Officers have a manifesto of campaigns they want to run or goals they want to achieve whilst in post. Sabbatical Officers also work on policies and campaigns which have been passed by students or previous Sabbatical Officers. They will then attend university meetings, meet with and talk to students to collect their views, run events and campaigns for students and lobby for change for the benefit of the student community. If you've enjoyed student life and want to give back to students, this is an excellent role to take on a full-time, paid position where every aspect of your role is working to improve students' lives!



JOB DESCRIPTION

Job Title	Postgraduate (PG) President
Place of Work	Students' Union, Third Floor, University Centre, Granta Place, Mill Lane, CB2 1RU
Contract	Full Time (35 hours a week); 1 year contract
Salary	Circa £25,000



JOB PURPOSE

As a President of the SU, alongside the other Sabbatical Officers, you will lead the political direction of the SU.

The Postgraduate President is the lead representative for Postgraduate students at the University. There are two Presidents to reflect the equal demographic split between postgraduate and undergraduate students. Both the Presidents will have equal rights as all students can vote for the roles. They will also advance the Unions work and lobbying efforts pertaining to ethical and environmental concerns. The Postgraduate President will ensure that the voices of their constituents are heard at the highest level, supporting and developing wider campaigns and initiatives to benefit the postgraduate population.

You will also be a Trustee of the union. Trustees on the Board are legally and financially responsible for the Students' Union and its activities. The Board ensures that the Students' Union remains legally compliant, financially stable and has robust future planning. You'll be putting into practice strategic leadership and planning skills, negotiation tactics, as well as gaining knowledge on financial oversight, plus much more, which will contribute to your professional development and career boosting opportunities.

OVERVIEW OF RESPONSIBILITIES

1. Be the lead representative of Postgraduate students at the University of Cambridge;

2. Serve as a student member of University Council if permitted by the Statutes and Ordinances of the University;
3. Represent the Union to the University body responsible for supervision of the Union;
4. Act as a representative of students on other bodies of the Collegiate University as required, particularly on issues surrounding educational experience which pertain to Postgraduate students should the Vice President (Education and Widening Participation) be an Undergraduate Student Member.

GENERAL RESPONSIBILITIES

1. Represent students of the University to the University and to local and national bodies
2. Campaign for the rights and interests of students of the University locally and nationally
3. Report on meetings to the relevant Students' Union Committee(s) and Student Executive Committee
4. Undertake responsibilities determined by Student Council, i.e. by taking on action from policies
5. Prepare proposals for action to be taken in support of the Student Council policy, which shall be submitted for approval
6. Deliver on the commitments made in their manifesto for election
7. Be a Trustee of the SU, sharing ultimate responsibility for governing the charity and alongside the other Trustee Board members¹

¹www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

YOUR RESPONSIBILITIES AS A STAFF MEMBER

1. To work collaboratively across Union departments and with your fellow Sabbatical Officers as an equal member of the team
2. Contribute to organisational priorities and strategic plans, including the gathering of insight and data from key stakeholders
3. Support organisation-wide projects and activities including Freshers Fair
4. Follow all SU policies and procedures in relation to your employment

WHY SHOULD YOU RUN ?

- You can make a real change in the University, improving the experience of current and future students.
- You can stay a part of the Cambridge community whilst working, either after your degree or as a one-year break.
- It's an amazing opportunity to develop your own skills for the future, with regular access to high-level university stakeholders and a leadership role in our organisation.
- You'll also work in Cambridge SU's beautiful office, with river views.



SKILLS YOU WILL GAIN

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

- Running campaigns and organisation
- Public speaking
- Charing meetings
- Team work
- Building relationships and stakeholder management
- Delivering training
- Running events supporting volunteers
- Charity governance
- Diplomacy
- Organisational skills

PREVIOUS POSTGRADUATE ACHIEVEMENTS

- Launched a Postgraduate Funding Survey that received almost 600 responses, and used this data to secure £1 million extension funding for self-funded doctoral students.
- Published the Improving Doctoral Supervision report, which led to the University establishing the Supervisor Training Working group to look at better training for the supervisors of PhD students.
- Campaigned alongside Cambridge UCU and Justice4CollegeSupervisors to ensure PhD students who supervise are paid for the mandatory training they undertake.

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