



# elections

Students' Union Officers  
**Job Pack**



CITY  
STUDENTS'  
UNION

RECEPTION



We'd love  
to say hi

CALCULATORS  
ON SALE  
HERE

£12  
£14



Students' Union Reception

## Welcome

At City Students' Union, we're building a better students' union; one that students trust and are proud to be a part of. We want to empower students to be successful by providing services and support that enhances their experience at City and beyond.

This is your opportunity to develop and grow in a position that is personally and professionally rewarding. You will have access to opportunities to deliver projects and campaigns that improve the student experience, whilst working in a sector leading organisation that will support you to be the best you can be. This pack will show you how you could be that person.

**Reimagine what your next job looks like,  
apply now.**



## A Message from the SU President

Congratulations for putting yourself forward in these elections. This is the best time to get involved and shape the work of the Union, especially after the hard work that was put into reviewing and changing our democracy to make it more accessible and representative.

Elections are fun, competitive and at times, tiring. I have taken part in several elections at City Students' Union and every time, I came out learning something new about myself, a new skill, and made new friends. It's a great opportunity to speak to students and understand their needs.

Take time to know what you want to achieve and how. Form a campaign team. Don't think you need to do it all alone. Use your creativity and be your authentic self. It might be a bit intimidating at first but speak to students. Students will vote for you, and they will listen.

Being a student representative is an honour and of course, a huge responsibility. Students look up to you and come to you with their issues. Be open and patient. You will be tested, but you will learn new things about yourself and pick up on new skills that you will need for your future.

All the best  
Shaima Dallali, SU President 2021/22

# Key Dates

We know that application processes can seem overwhelming, but we don't want you to feel overwhelmed, so we've made the application process simple and easy to understand.

## Our application process:

- Making the decision to apply.
- Thinking about your priorities (the things you will do if you get the job).
- Submitting a complete application form.
- Planning how you will speak to students to vote for you to get the job.
- Asking students to vote for you.
- Finding out whether you got the job on results night.
- Attend your first Assembly on 6 April 2022.
- Start your new job on 28 June 2022.

## Below are all the important dates for your diary:

21 Feb, 9am Online	<b>Applications Open</b>
2- 3 March, 4pm SU Office, Courtyard Cafe	<b>Professional Portrait Photography</b>
3 March, 4pm SU Common Room	<b>Applicant Networking</b>
8 March, 4pm SU Common Room	<b>Applicant Briefing</b>
21 March, 9am Online & On Campus	<b>Voting Opens</b>
24 March, 4pm	<b>Voting Closes</b>
24 March, 4.30pm	<b>Applicant De-brief</b>
24 March, 5pm	<b>Expenses Deadline</b>
25 March, 4pm	<b>Election Results</b>

# Working at City Students' Union

You can find out more on our [work with us page](#), or follow the below links!



## Job Shares

We want all students to be able to access the opportunity to work in the Students' Union, therefore job shares can be arranged.

A job share is an arrangement where two people work on a part-time basis to perform a job normally fulfilled by one person working full time. In this case, it means that the 35 hours a week worked by the Students' Union Officer role would be split between two people.

If you need a job share, come and talk to us or drop an email to [Philip.Gilks@city.ac.uk](mailto:Philip.Gilks@city.ac.uk).

# Job Description

**Role:** Students' Union Officer

**Length of post:** One year

**Number of posts:** 4

**Hours:** 35 hours per week, including some evenings and weekends

**Location:** On site, Northampton Square, Islington

**Holiday:** 30 days, plus 8 statutory and additional closure days

**Salary:** £24,871 per year

**Responsible for:** Student voice, student volunteers

**Start date:** 27 June 2022

## Job Responsibilities

The four elected Students' Union Officers work together to lead the Union for a year, deciding its direction, acting as trustees, and representing the voice of over 20,000 students in high-level decision making to the University and Union. They're the face of the Union, engaging with students through face-to-face chats and events, hosting awards ceremonies, and through lots of exciting content across our social media and website. From approving new university buildings to running a Fresher's Fair in Welcome, no two days are the same.

Some of the things the job entails more broadly are:

- Going out to talk to students every week to understand the issues they are facing.
- Delivering the Union priorities set by the Assembly on behalf of students by working on issues affecting them on and off campus.
- Attend meetings and deliver activity in line with the agreed portfolios for your role.
- Be part of our senior leadership team and provide knowledge and direction from the students you speak to on their experiences.
- Play a key role in liaison and negotiation with the university and other externals in developing opportunities, such as funding for the Union.

## Other information

A total of four Students' Union Officers will be elected by students. The candidate with the highest number of votes will be offered the role of President. All other elected Sabbatical Officers will be known as Deputy Presidents. All Sabbatical Officers will have defined portfolios of work, such as being responsible for different activities or demographics of students, which will be agreed shortly after election.

The President is the figurehead for the organisation and the first point of contact for internal and external organisations. The President's role is to organise the activities of the Students' Union Officers and lead on how to improve the Union. They also sit on the University's governing body as a Council member.

# Important Dates for your Diary

Activity	Dates	Place
Assembly meetings	6 April 2022 3 November 2022 4 February 2023 4 April 2023	On campus
Handover Trustee Board meeting	7 June 2022	On campus
Handover with outgoing Officers	27 - 30 June 2022	On campus
Official first day in office	1 July 2022	On campus
Officer Residential Trip	2 - 4 July 2022	To be confirmed
NUS Residential Training Trip	26 - 28 July 2022	Leeds, UK

## Job Perks

In addition to working in one of the best jobs around you will have access to an array of perks as shown below:

- A mobile phone and laptop for work purposes.
- Personalised Union merch.
- A comprehensive onboarding and training programme.
- A 2-day summer residential trip with Union staff in the U.K.
- A 2-day residential training trip with the National Union of Students in the summer.
- A mentor from the students' union movement for the year.
- Access to scheduled networking with Union Presidents' from across the U.K.
- Access to City's professional development programmes covering leadership, management, project delivery, mental health and wellbeing and more.
- Access to LinkedIn Learning.
- Staff social events and activities across the year.
- A generous holiday package of 30 days, plus 8 statutory days (New Years Day, Good Friday, Easter Monday, May Day Holiday, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day, Boxing Day), and additional closure days over Christmas.
- Two days paid leave per year to undertake volunteering work.
- Auto-enrolment into the London Pension Fund Authority scheme.
- Cycle to work scheme vouchers.
- Access to UniDays, Student Beans and the City staff discount scheme for online and high street savings.
- Free eye tests through the City Sight Optometry Clinic.
- Access to exclusive City Sport staff membership deals.
- Continued access to City's libraries.
- Access to staff counselling and occupational health services to support - you at work.
- Use of Office 365 for free through the Microsoft Home Use Programme.
- Access to an interest-free season ticket loan.
- Access to voluntary health plans with Simplyhealth covering health, dental and personal accidents.

# Submitting your Application

To apply you must complete an online application form. Here is what you must submit with your application form:

- Your preferred name
- A photograph of yourself
- A 6-word slogan
- Your three priorities
- A 50-second video highlighting your three priorities (shot in portrait mode)

The deadline for completing an application form is Monday 7 March at 4:00pm, late applications will not be accepted, and you can't change any of your content after the deadline.

## Writing your priorities

As part of your application, you must write three priorities that you will complete if elected by students. You will only have 40-words per point, so we recommend writing short bullet points that succinctly put your ideas across.

## Things to consider when writing your priorities:

Think about your experience at City and what matters to you most. Students who can vote for you will read your priorities when casting their vote so make sure you stand out.

- Be creative and don't worry about what other people might write.
- Top things students have told us they want to be improved:
- Better guidance and support for exams and assessment.
- Better quality and more frequent personal tutoring time.
- More interactive teaching methods online and in-person.
- More on-campus events and a better student community.

**Need more help? No problem, drop Raquel an email on [SUElections@city.ac.uk](mailto:SUElections@city.ac.uk) and we'll be able to help.**

# Applicant Training Sessions

We want to make sure you get all the help you need, below is a list of the sessions you can come to meet other applicants and get your ideas in order.

All sessions are free to attend. To book, [visit this page](#).

Date	Session	Time	Location
24 Feb	<b>Unconscious Bias Training</b> Learn about your own bias and prejudice and how to challenge yourself to be better for students.	2pm - 3pm	Online
25 Feb	<b>Active Bystander Training</b> Learn how to challenge poor behaviours to create a safer campus for students.	2pm - 3pm	Online
22 Feb	<b>Elections 101: What the Students' Union is &amp; why you should work with us</b> Find out why you should apply for a role in the Students' Union and how it could help your career.	12pm - 1pm	C309
23 Feb			Online
1 March			C309
3 March	<b>Applicant Networking</b> Meet other students applying to work at the Union and decide if you want to run together.	4pm - 5.30pm	SU Common Room
24 Feb	<b>Setting your Priorities</b> Learn about issues that matter to students and how to write impactful priorities that can deliver.	12pm - 1pm	C309
2 March			Online
3 March			C309
10 March	<b>Running in the Elections: How to Talk to Students</b> Understand more about vote week and the best ways to speak to students.	12pm - 1pm	C309
11 March			Online
14 March			C309
15 March	<b>Public Speaking</b> This session is led "Stand up & Be Counted" founder Stephen Dowson. In this session, Stephen focuses on a speaker's journey to leadership, and how that journey has made them qualified to create change.	See website	Online
21 Feb - 24 March	<b>Personalised Drop-In Session</b> Pop in and speak to the Students' Union team anytime about your ideas, worries or just to say hi.	10am - 4pm	Drop-in or book online

# Application Rules

## A message from the Deputy Returning Officer

Running a free and fair election is our goal – the rules over the next few pages have been designed to ensure that you, and voters have an equal and honest opportunity to elect your new Officer team.

Whilst this list of rules may seem long, it is not exhaustive, and more rules may be published at the discretion of the Returning Officer and Deputy Returning Officer. All our election rules are in addition to the Union's rules, City's regulations and The Law.

Breaking an election rule is very serious and if a candidate breaks any of the rules, then you can be sanctioned, disqualified or risk the continuation of the whole election. We really don't want any of these things to happen, so please read the following rules carefully and if you have any questions, just let us know.

We wish you all the best with your election campaign and look forward to meeting you soon.

*Hannah Roberts, Deputy Returning Officer*  
*Peter Robertson, Returning Officer*

## Applicant Briefing

**Tuesday 8 March 2022, 5.00pm - 6.30pm, SU Common Room**

Hannah Roberts, Deputy Returning Officer will host the Applicant Briefing which will cover:

- What's next: the elections process.
- Guidelines for talking to students and vote week.
- Conduct and tone of the election.

If you can't attend the briefing, you should write to Hannah ([SUElections@city.ac.uk](mailto:SUElections@city.ac.uk)) as soon as possible so you can be sent a recording of the online briefing to watch in your own time.

No question is too small, you can book time to speak with someone from our team by using [this link](#).

# Information on Times and Locations

As an applicant you can start talking to students about the election at the end of the first Applicant Briefing which; this includes distributing electronic and printed publicity materials.

In-person voting stations will be located every day in vote week at:

- **Bayes Business School, Bunhill Row.**
- The Law Building, Sebastian Street.
- **The Pavilion, Northampton Square.**
- The Rhind Building.
- **Students' Union Welcome Desk, Tait Building.**
- University walkway, Northampton Square.

You must **not** campaign at any time in the following places:

- **City, University of London libraries.**
- Individual quiet study spaces.
- **Faith spaces (prayer rooms).**
- Immediate areas around voting stations.

Promotional materials must not be put on fire exits, fire extinguishers or anything else that puts people's safety at risk.

## Conduct and Behaviour

The elections can be an intensive period for both candidates and voters, to make the experience of all students at City the best it can be we ask that you think about how you behave and do the following.

### **Towards voters:**

- Be respectful of voters.
- Do not vote on behalf of others.
- Do not communicate to students when they are voting.
- Do not provide devices to enable students to vote (e.g. phones, tablets, laptops).
- Let students vote in peace and decide for themselves.
- Request permission from staff before campaigning in a class.
- Do not send bulk emails to City students using Outlook.

### **Towards other candidates:**

- Respect other candidates and do not interfere with their campaign materials.
- Do not bully or harass others.
- Be kind to each other, you are all on the same journey.

### **Towards union and university staff:**

- Be polite if requesting to speak to a course.
- Don't ask for support or mailings to be sent out on your behalf – they can't!

# Applying as a Group of Candidates (Slates)

Collective campaigning, otherwise known as running on a slate is allowed but regulated to ensure the slate does not have an unfair advantage over others.

The names of all students wishing to form a slate must be provided on your Application Form.

We'll be running candidate networking events to allow you to find people to run with, should you want to run with others:

*Applicant Networking, 3 March 2022, 4:00pm – 5:30pm, SU Common Room*

The rules to consider when applying with others are:

- All slates must be confirmed by the close of nominations, 7 March 2022, 4:00pm.

All applicants on a slate must share:

- A combined budget.
- A group name.
- At least one shared priority.
- A shared slate slogan.
- Publicity and branding.

The slate group name will appear next to each candidate on the ballot. All members of a slate are responsible for the actions of the students in their group.

All candidates in the election, regardless of whether they are on a slate or not can recommend other candidates to voters, however any candidate that is not part of a slate must not share publicity materials of any kind.

# Applicant Budget

Each applicant is allowed to spend up to £75 unless you are part of a slate and must not exceed this figure.

Any money you spend will be reimbursed to you within one month of election results. To claim your money back **you must keep itemised receipts of everything** you buy for your campaign.

If you are part of a slate, then your budget will be reduced based on the number of other people you are running in a group with.

Number of Candidates	Budget	Explanation
Single candidate	£75	<i>Maximum budget allowed</i>
2 candidates running together	£112.50	<i>Maximum combined budget of 1.5 times the single candidate budget</i>
3 candidates running together	£131.25	<i>Maximum combined budget of 1.75 times the single candidate budget</i>
More than 3 candidates running together	See below	<i>Maximum combined budget of 1.75 times the single candidate budget, plus an additional 0.25 times for every additional candidate over 3</i>
4 candidates running together	£150	<i>As above</i>
5 candidates running together	£168.75	<i>As above</i>

# Getting Help with Your Application (Recruiting Supporters)

Running in an election can be hard work so make sure you have a think about friends and course mates who might be able to help you. Remember, you are responsible for any person helping you with your election campaign so make sure they understand the rules.

Any person planning on supporting your campaign may attend the Applicant Briefing with you. Alternatively, they can access the recording to watch in their own time.

## **Student Groups (Societies and Sports Teams)**

City societies and sports team can support applicants, or groups of applicants in their election campaign. All group endorsements will automatically be accepted on behalf of you, unless you tell us that you would refuse an endorsement from a particular society or sports team.

### **A group endorsement requires:**

- The agreement of the society or team committee.
- A recorded agreement sent by the President or Captain to [SUElections@city.ac.uk](mailto:SUElections@city.ac.uk).
- Confirmation via email from the Union.

Once an endorsement is confirmed by the Union groups, they may then use their membership lists and social media to promote those they have endorsed.

Society or sports team funds must not be used to finance any election campaign.

If you are the President, a committee member, or otherwise hold a position of power in a society or sports team you must not command other students in the group to campaign or vote for you.

Remember, individual members of a society have the freedom to vote for who they want, so just because a group endorses you does not mean all members will vote for you.

## **Student media**

Student media groups (Carrot Radio, Carrot Magazine, Carrot TV) must remain impartial and cannot endorse any candidates on their official online channels and social media.

# Re-running Applicants

If you are currently an elected Student Officer (Sabbatical Officer, Part-time Officer, Councillor) then there are additional rules that you need to be aware of.

All campaign publicity and public announcements must be agreed with Phil Gilks, Chief Executive from Monday 21 February – Friday 25 March 2022 to avoid potential electoral advantage.

The Union offices, including the Welcome Desk must not be used for electoral purposes.

Sabbatical Officers needing to use the office for day-to-day work must agree in advance with the Chief Executive.

Sabbatical Officer re-running must run entirely separately from their day-to-day work and are required to take annual leave from Monday 21 – Thursday 24 March 2022.

These rules are to make sure that you are clear on what you can and cannot do in the lead up to the election, and so other candidates understand how we ensure everyone has a fair opportunity when applying for a role.

# Promotional Materials

We want students to be informed about who is running to represent them. Each candidate has a healthy budget to spend on electronic and printed promotional materials.

Here are some ideas for spending your budget, but remember - think sustainably and only order what you need:

Item	Estimated Cost
A6 recycled paper flyers (500)	£40
Posters	£10
Cardboard for signs	Free (ask our team)
Paint, brushes, pens	Free (ask our team)
T-shirts, red (5)	£15
T-shirt printing paper	£8
Blu Tack	£2
<b>Total</b>	<b>£75</b>

*Remember, your promotional materials need to last until vote week so don't use them all quickly!*

In addition to your own promotional materials the Union will promote each candidate on printed materials, our website and social media platforms, including but not limited to:

- Flyers
- Candidate booklet
- Union elections website
- Union social media channels

## **Restricted items and placement**

- Balloons are not allowed under any circumstances.
- Stickers are not allowed under any circumstances.
- Promotional materials must not be put on fire exits, fire extinguishers or anything else that puts peoples' safety at risk.

# Voting

Voting for the elections opens on Monday 21 March, 9:00am and closes on Thursday 24 March, 4:00pm.

Voting will be by single transferable vote – this means when students vote they will number their candidates by order of preference.

All voting will take place online and we will design promotional materials to make sure students know about all the candidates they can vote for.

There will be voting stations located on campus, below is the timetable so you can organise your time accordingly.

	<b>Mon 21/03</b>	<b>Tues 22/03</b>	<b>Weds 22/03</b>	<b>Thurs 24/03</b>
Pavilion, Northampton Square	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm
Walkway, Northampton Square	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm
SU Welcome Desk, Tait Building	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm
Bayes, Bunhill Row	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm
Rhind Building, St John Street	Election Assistants will be roaming at various times			
Law School Building, Sebastian Street	Election Assistants will be roaming at various times			

# Promotional Materials

We want the elections to be enjoyable for all applicants, students and staff so if you are worried that a rule has been broken by another person, just let us know.

To submit a complaint, [fill in this form](#).

We will get back to you within 24 hours. From the point you submit your complaint, through to the complaint being closed.

This is normally what happens during the complaints process:

1. Complaint submitted; Deputy Returning Officer notified.
2. Complaints reviewed in order they are submitted.
3. Investigation starts, complainant receives notification of complaint raised against them.
4. Deputy Returning Officer reviews evidence submitted.
5. Following an investigation all students involved in the complaint contacted.
6. If required, additional evidence and information is requested.
7. Final decision is made by Deputy Returning Officer based on evidence.
8. Complaint outcome is communicated to everyone involved.
  - a) *If a minor sanction is applied to a candidate there is no right of appeal.*
  - b) *If a major sanction, such as disqualification, is applied then the candidate may appeal to Peter Robertson, Returning Officer and must do so within 24 hours of the outcome being communicated.*
9. Complaint closed.

The deadline for submitting a complaint about a candidate or slate is Thursday 24 March, 5:00pm.

The deadline for submitting a complaint about the vote count is within one day of the results being announced.

# How to apply?

## Completing your application

Applications close: Monday 7 March 2022, 4:00pm

Applicant training: Tuesday 8 March 2022, 4:00pm

Application link: [click here](#).

Equality monitoring form: [click here](#).

**Book a meeting with us - [click here](#)**

## Contact information

Visit us at the Students' Union in the Tait Building, Northampton Square and ask us anything.

Alternatively, you can email Raquel Marques on [SUElections@city.ac.uk](mailto:SUElections@city.ac.uk). If you wish to speak with Hannah Roberts, Deputy Returning Officer or Peter Robertson, Returning Officer please email the Union first using the email above.

# Jargon Buster

<b>Word</b>	<b>Definition</b>
Slate	A group of candidates that formally organise and run together in the elections on common priorities.
Job share	Up to two candidates may run on a Job Share for one Students' Union Officer position. They will be treated as one candidate for the purposes of the elections and the combined job share will equal the equivalent of one full time Students' Union Officer.
Supporter	Any person who supports a candidate in their election. Candidates are responsible for the actions of their supporters.
Student group	Any Union or City, University of London affiliated group of students including but not limited to Societies and Sports Teams.
Returning Officer	The person who has sole responsibility for interpretation of election rules.
Deputy Returning Officer	The person who is responsible for the day-to-day management of the election and has the responsibility to ensure that the election is efficient and fair.
Election Official	An 'election official' includes the Returning Officer, Deputy Returning Officer, and any other person nominated by the Deputy Returning Officer to be an election official.