

Sabbatical Officer

# ELECTIONS

**Candidate Pack**



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# Introduction

## What are Sabbatical Officers?

Sabbatical Officers lead the direction of your Students' Union (SU). Each year, three Sabbatical Officers are democratically elected to work in a full-time, paid role, to enhance your student experience and represent your views to the University.

This covers everything from your academic experience, student events, governance of your SU and more. There are 3 Sabbatical Officer positions available:

- **President**
- **Vice-President of Education**
- **Vice-President of Activities**

More information on each of the roles is detailed further in this pack.

## What are elections?

Your University of West London Students' Union (UWLSU) is run by students, for students. Sabbatical Officer elections are held in March, giving students the opportunity to vote for their preferred candidates to represent them in the next academic year. Candidates who wish to be elected as Sabbatical Officers will be campaigning and promoting themselves to other students, telling them exactly why they would be best for the role.

The candidates with the most votes from students will be elected in the Sabbatical Officer roles.

## Requirements

The only requirement to be a candidate is that you are a fully enrolled and registered student of UWL. To nominate yourself as a candidate, you can complete the Nominations Form at [uwlsu.com/voice/elections](https://uwlsu.com/voice/elections). The form is also available here. The SU's Representation team will then contact you with more information and organise a full briefing with you!

The nominations period will open on the Wednesday 5th February

[\\*Link to form is Here\\*](#)



# Important dates

## Key election dates...

<b>Nominations opening date</b>	<b>Wednesday 5th February 12pm</b>
<b>Nominations closing date</b>	<b>Wednesday 26th February 12pm</b>
<b>Candidate Training</b>	<b>Monday 3rd - Wednesday 12th March</b>
<b>Manifesto and Publicity Deadline</b>	<b>Draft - Monday 24th March (12pm) Final- Friday 28th March (5pm)</b>
<b>Voting Opening Date</b>	<b>Tuesday 8th April 12pm</b>
<b>Voting closing date</b>	<b>Friday 11th April 12pm</b>
<b>Complaints and Expenses final deadline</b>	<b>Friday 11th April 12pm</b>
<b>Results Announcement</b>	<b>Friday 11th April 5pm (Back up announcement- Monday 14th April 12pm)</b>

# Message from the CEO, Tye McMahon

Tye McMahon, CEO



Hi,

You've picked up a nomination pack, which means you're considering running for a Sabbatical Officer position, leading UWLSU and creating positive change for UWL students.

Becoming a Sabbatical Officer at UWLSU is one of the best things you could do. It's a challenging but an incredibly rewarding role where you'll meet amazing people, gain invaluable experience, and develop skills that will boost your career, from leadership and communication to project management and networking. Most importantly, you'll have the opportunity to make a real difference for students at UWL.

Every year, our Sabbatical Officers lead projects that create a lasting impact. Over the years, they have launched the Buddy Scheme to help students make friends, introduced quiet spaces at events for those who may feel overstimulated or may need a break, installed the umbrella display on campus to raise awareness about neurodiversity, and campaigned for sexual violence awareness to ensure students feel safe on campus. These are just a few examples of the change that student leaders like you can make happen. We'll support you in shaping your campaigns and setting your priorities for the year.

You don't need any previous experience or training—just passion, dedication, and the drive to make things better for UWL students. These roles are perfect for anyone who wants to create real change, and we will provide all the training and support you need to run a successful campaign and do the job brilliantly. Plus, as a full-time paid role, you'll gain hands-on leadership experience while making a meaningful impact.

Student voice can be powerful, and you could be one of the leaders who shape the future of UWL. I really hope you decide to nominate yourself, this could be you!

Tye McMahon

# What positions are available?

## Sabbatical Officers

### President

The President is the primary representative of UWLSU, advocating for UWL students and enhancing their experience. They oversee democratic functions, chair the Trustee Board which ensures legal compliance, financial security and strategic performance of UWLSU. As a University Governor, they also contribute to UWL's overall governance, sitting on key committees, including the Board of Governors.

### VP Activities

The Vice-President Student Activities and Participation is responsible for ensuring there are opportunities for extra-curricular student activities such as volunteering, sports, and societies, so that UWL students can feel a sense of community and belonging and enhance their employment prospects.

### VP Education

The Vice-President Education spends most of their time in university committees representing the opinions of all UWL students to improve their educational experience and welfare, focusing on issues such as mental health, student finance, equality and teaching. They work closely with hundreds of student course representatives to improve the way UWL delivers teaching for all students,

Each sabbatical officer is also a trustee of UWLSU, responsible for the legal, strategic and financial performance of the organisation. All the Sabbatical Officers have the opportunity to collaboratively work on projects that cross into each of their role such student wellbeing.

# Support and Training

After the nominations period, The SU's Representation team will deliver support and training for candidates running in the election. You will learn more about the role of a Sabbatical Officer and this will be delivered in a fun, interactive way for you. This support and training will include:

- A full briefing session on the rules of the election (**mandatory**);
- A workshop on campaigning and creating Manifestos;
- Regular check-ins with all candidates





# Manifestos

Your manifesto is key – this will be what all students will see when casting their vote in the elections. You'll need to consider what qualities you would bring to the role and why you'd be a good fit for it. Think about your stances on different issues like education and social policy; changes you'd like to see at UWL; and changes you'd like to see across the University sector.

Manifestos are about a page in length and really concise, so choose your words wisely! Guidance will be given to all candidates on creating manifestos during the training session.



# The Rules

Keeping elections fair is our top priority - these rules are designed to ensure that no candidates gain an unfair advantage and voters have an equal opportunity to elect their representatives. We've done our best to make sure there's no reason for anybody to feel discouraged from participating in the elections.

Breaking a rule is very serious – if any of these rules are broken, the Returning Officer and Deputy Returning Officer can disqualify candidates or stop the election. We don't want this to happen of course – so please read through thoroughly!

**The Election rules can be viewed on our website here:**

[Click Here](#)

**Each candidate will receive a full training session on these where you can ask as many questions about them as possible.**

This list of rules is not exhaustive, the Returning Officer and Deputy Returning Officer will use their own discretion if they feel candidates or campaign teams have broken rules.

We wish you luck and all the best in campaigning!

**Jamal El-Kalawy, Deputy Returning Officer**

**Jessica Smith, Representation and Advocacy Manager**

The Election rules can be viewed on our website [here](#). Each candidate will receive a full training session on these where you can ask as many questions about them as possible.

# Questions

If in doubt, ask! Please contact Jess or Jamal in the Students' Union team should you have any questions.

Alternatively, you can email [su.elections@uwl.ac.uk](mailto:su.elections@uwl.ac.uk).

# Nomination Form

Interested?

Please complete the Microsoft Form below to nominate yourself for the Sabbatical Officer!

[Click Here to access the nomination form](#)



[uwlsu.com](http://uwlsu.com)