

STAFF INFORMATION PACK





DEAR COLLEAGUE

Elections are one of the most important times of the year for us.

Giving students the power to lead, learn new skills and represent their peers is not just hugely exciting, but it's what makes us, us. Because democracy is at the heart of everything we do as a students' union and we want to make this time of year as special and exciting for every student as much as we can.

Our **2019 Elections** are fast approaching and many students will be thinking about putting themselves forward to play an even bigger role in shaping their time and the student experience at the University of Salford. Nominations for our 5 full-time, paid Sabbatical Officer roles, and our 7 part-time, voluntary roles are open from **Monday 21st January – Friday 15th February** at 12 noon.

Being a full-time student officer is a hugely rewarding experience for students that helps them learn new skills and boost their CVs, they get to work with students and staff to make change at Salford and most crucially give something back and be part of hearing and acting on students' needs, feedback and views.

This year is also the first time that we are electing our part-time voluntary officers at the same time as our full-time roles and we hope that this will provide even more opportunities for students, giving those who may not be in a position to take on a full-time paid role at this point in their studies the ability to take on the challenge of representing a smaller cohort of students on a part-time voluntary basis.

We're really grateful for your help and support in getting the message out to students about this **amazing opportunity** – but also for your patience and understanding for students putting themselves forward and helping to make this a really exciting time of year.

We've put together the following resources to help you advertise and encourage these opportunities to students and we hope you'll take an active part in helping us reach as many students as possible. Student Voice, working in partnership with everyone from across the university and the students' union is **what makes the University of Salford special**.

Thank you for your help and support – **USSU**

HOW IT WORKS...



BRIEFING //

The candidates are confirmed and attend a **Candidates Briefing** where they are notified of the rules of the election and campaigning!

QUESTION TIME //

Candidates question time takes place in the Students' Union from **3pm on 28th February**, where students can ask questions to all candidates

RESULTS //

The results are announced!
An election party and results night takes place on **Friday 8th March** from 5 in University House

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NOMINATE //

Students can nominate themselves from **Monday 21st January** until **Friday 15th February** at midday via the website - salfordstudents.com/elections

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CAMPAIGN //

Candidates start to build their campaign teams and ideas, and we give them training and support to help with this

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VOTE //

Voting takes place from **Monday 4th March** at 9am until **Thursday 7th March** at 4pm via salfordstudents.com

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WHAT CAN I DO TO HELP

- 1) Encourage students to stand in elections and be a leader, letting them know all about the opportunities available to them
- 2) Be patient with students who might be standing in elections as well as candidates trying to make themselves heard to all Salford students
- 3) Let every student know they can vote, be a champion for democracy, and encourage everyone to have their voices heard in the elections

KNOW ANYONE?

It's been proven time and time again that students decide to put themselves forward for election because someone tells them to, recognising them as someone who has great leadership qualities.

If you know a student you think would be **amazing**, please tell them! You can either drop their details into our recommendation feature or why not go that one little step further and give them a little prompt.

Over the next couple of weeks, a number of postcards will be delivered to school offices and these will be available for staff to collect and give out to students they think should consider standing for election.

The postcard will have some useful information included so the student can find out more but mainly it's a great way of starting that conversation and encouraging someone you know has great leadership skills to put themselves forward.

NOTIFICATION ON BLACKBOARD

This could really help to raise the profile of the elections. You can use the template below to display information about the elections on your Blackboard pages.

The Students' Union Elections are currently taking place. Nominations for all positions are open from Monday 21st January – Friday 15th February at 12 noon. To find out more about what roles are available and how to put yourself forward go to www.salfordstudents.com/electionst

Voting for the elections takes place between Monday 4th March – Thursday 7th March. Don't forget to vote, take part and have your say – your vote could make all the difference as to who get elected! Vote at www.salfordstudents.com

Do a shout out about the elections in a lecture, or let candidates speak - it'll only take a few minutes! We've put together a couple of slides that you can show at the start or end of a lecture and you can download these *here*

DO A SHOUTOUT

ENCOURAGE STUDENTS TO VOTE

Voting takes place from 9am on Monday 4th March 2018 until Thursday 7th March at 4pm! Students can vote online at www.salfordstudents.com

OR EVEN BETTER...

SEND STUDENTS AN EMAIL

Hi,

Every year the Students' Union is on the hunt for the next big leaders to make change on campus and work with the University to make Salford better for everyone.

Have you been involved in a **society** or perhaps been a **Course Rep** or **School Rep**? Or you might volunteer in your spare time and are now ready to take that work to the next level.

The **Students' Union Elections** are your chance to make a difference – there are 5 full-time paid roles available in total and you can stand for the role of President or to be an Officer, elected to represent students within this school.

If elected you will have a 12 month fixed term paid full time job and the opportunity to improve life and make a real impact for student at Salford. You will be paid around **£18,263 for 12 months** from the 1st July 2019 with 23 days annual leave plus University closure days.

In addition to this there are also 7 part-time, voluntary roles available which are a great way of getting involved on a smaller scale and still gives you the opportunity to represent your fellow students but doesn't require you having to commit to a full-time role, meaning you can do these roles really easily alongside your studies.

Running in the election is a hugely rewarding experience where you can learn new skills & speak to thousands of students on campus! Win or lose, it can be hugely beneficial for your CV and helps you raise the profile of issues you care about.

To nominate yourself and find out more information head to salfordstudents.com/elections and get your nomination in before 15th February at midday!

Even if you don't stand for election yourself, you might know someone who you think would make a great leader for the students' union next year, or who you think has done an amazing job representing your course. Anybody can recommend a student – so if you think someone would be great, recommend them here.

Every single student can also vote in the elections and voting this year begins on **Monday 4th March 9am** and runs through until **Thursday 7th March at 4pm**. Don't forget to vote, take part and have your say – your vote could make all the difference as to who gets elected! If you have any questions you can email elections-ussu@salford.ac.uk and don't forget to get involved and put yourself forward!

**We look forward to seeing you
getting involved - good luck!**



POSTCARD

We know how much of an impact it has on potential candidates when someone recommends that they run in our elections!

This year, we've created a postcard for you to give out which highlights to the recipients that you believe they have the qualities needed to take on this opportunity.



Please had these out and use the reverse of the card to note down something personal which will really have an impact to your chosen students!

Thank you for your support. If you have any questions you can email elections-ussu@salford.ac.uk

All resources for staff can be downloaded from our website at www.salfordstudents.com