



UM ABER SU



CROESO
WELCOME

Intro to AberSU



Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything



Contents:

- [Welcome](#)
- [About our members](#)
- [Meet the team – Staff](#)
- [Meet the Team - Officers](#)
- [Strategy](#)
- [Staff Performance](#)
- [Employee reward, recognition & benefits](#)
- [Bilingualism](#)
- [Decision making](#)
- [Political Policies](#)
- [Operating Policies and procedures](#)
- [An average year](#)
- [Benchmarks and awards](#)

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





WELCOME

Led by students and supported by a team of staff, Aberystwyth Students' Union wants Aber students to love student life. We strive to ensure that Aber students have an epic student journey, are happy, healthy and empowered, with lasting friendships and promising futures. All students at Aberystwyth University are automatically a member of AberSU.

We provide students with a range of benefits and opportunities to get involved in, including:

- Helping students to meet new people, make friends and build communities
- Supporting and developing student Sport Clubs and Societies
- Supporting, training and working with Academic Reps to have a positive impact for students at course level
- Free, impartial, friendly and confidential advice
- A representative voice for all Aberystwyth University students
- Opportunities for students to campaign on the issues they care about
- Spaces to study, meet and socialise

We are a democratic, charitable organisation and have a responsibility to act ethically and responsibly in all that we do, contributing to the wider community and limiting our impact on the environment.

We hope that you will enjoy working as part of our sharing and supportive team and that you grow and develop existing and new skills and abilities along the way.

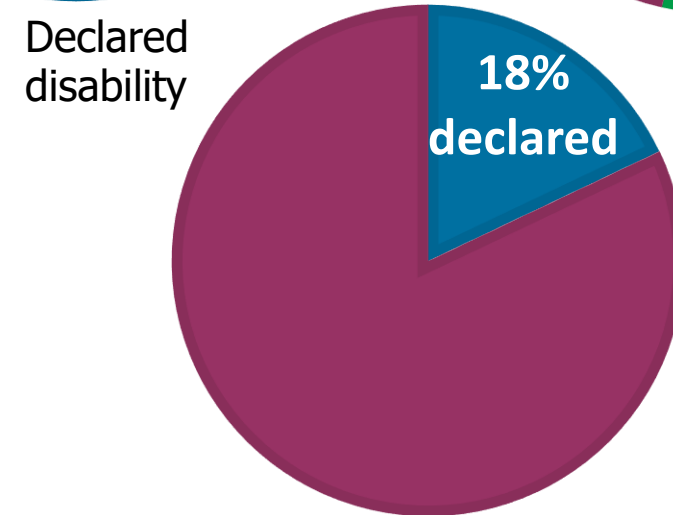
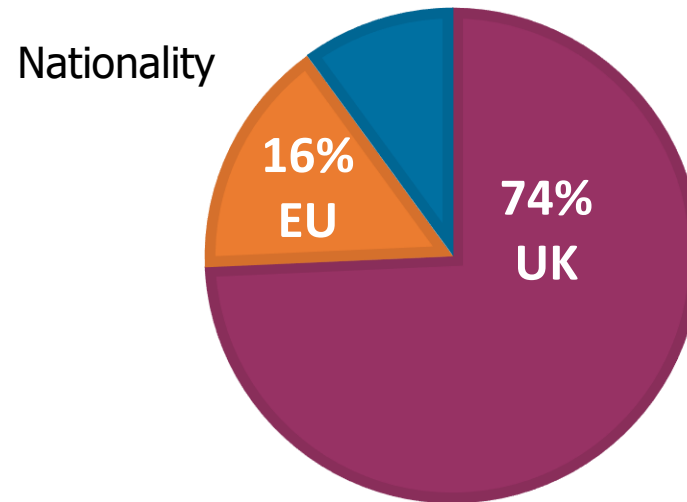
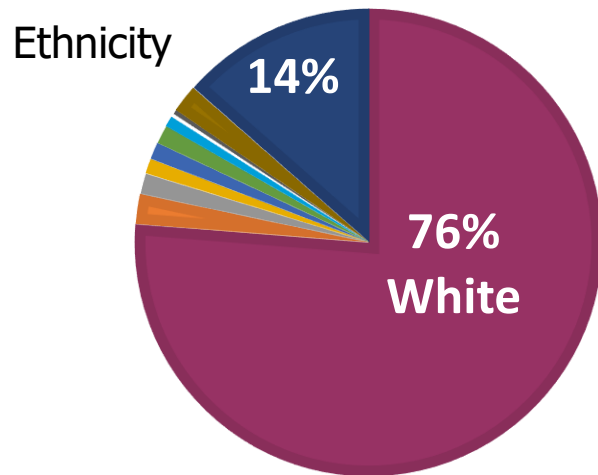
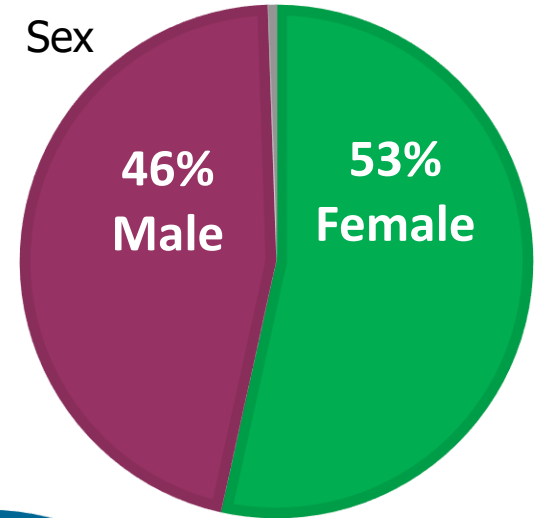
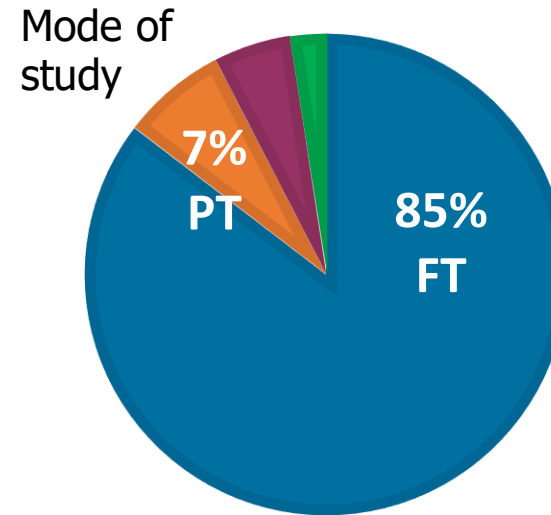
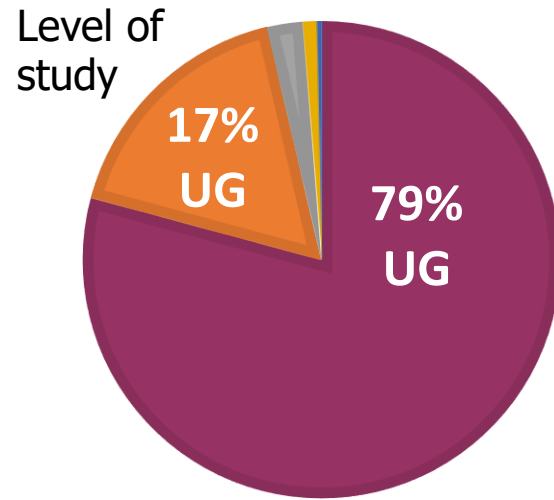
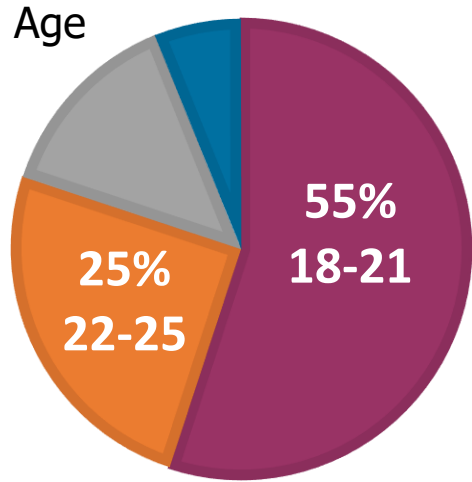
Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





ABOUT OUR MEMBERS (2020-21 data)*



*approx.
7,500 students

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF

Key departments:

Student Voice

FT & Vol Officers
Student Officers
Campaigns
Research & Consultation
Elections
Decision making
Volunteering inc A-Team

Student Opportunities

Societies & Sports team (BUCS)
development and support
Superteams, Aber7s, Varsity
Aber Challenge, Coaching and
development
Welsh Communities

Communications & Engagement

Website & Social media
Marketing income
Brand guidelines
Public relations
Event support
Insight
Translation

People & Wellbeing

Advice Service | HR & staff

Plus Finance & Leadership

Includes Reception, maintenance

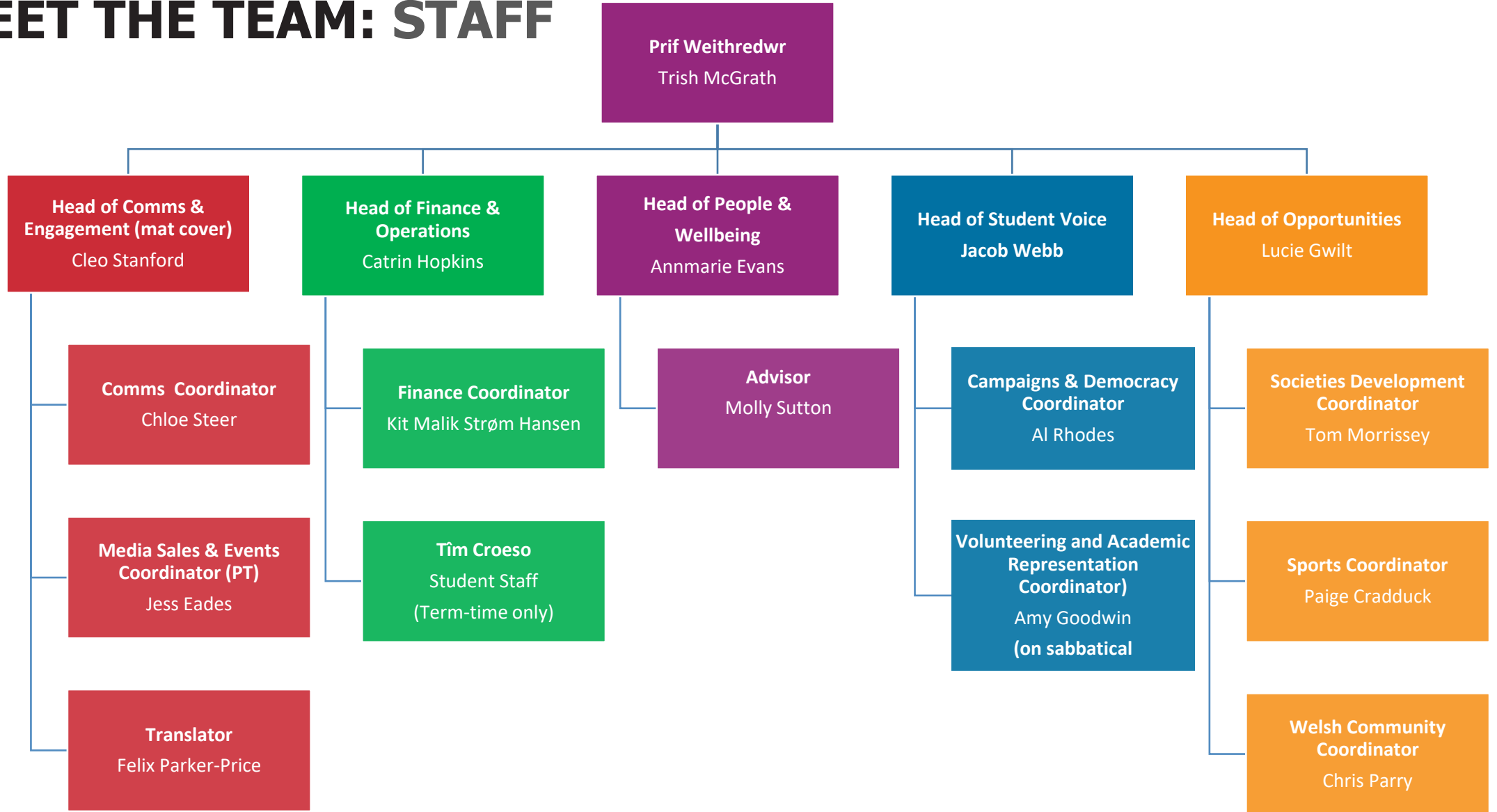
Caru bywyd myfyrrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything



MEET THE TEAM: STAFF



Name: Trish McGrath

Role: CEO

Purpose: Overall strategic and general management of AberSU and corporate responsibility for the delivery of the Union's purpose, vision and values, and strategic plan. To act as the most senior member of staff to lead the executive functions of the organisation and its resources to meet the demands of Aberystwyth University students now and in the future, taking direction from the Board of Trustees to achieve this and working with the University and other stakeholders.

Key Activity: Lead the staff team and ensure that the Students' Union is legally, financially and reputationally sound. Guide Officers to achieve their best representing students. Ensure that we operate within best practice where possible.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Lucie Gwilt

Role: Student Opportunities Manager

Purpose: To support, enable and empower students to develop and access a rich and diverse range of extra-curricular opportunities which will add value to the student experience, promote student community support & integration, and the development of friendships, skills and memories that last a lifetime.

Key activity: Manage the day to day running of the opportunities office. Oversee all major sports and societies events inc Awards, Superteams, Activities Week, Aber7's and Varsity

Caru bywyd myfyrrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Tom Morrissey

Role: Societies Development Coordinator

Purpose: To promote student participation in societies, for the purposes of growing shared interest communities, developing transferrable skills, and providing valuable extra-curricular opportunities for members.

Key activity: Working to support Societies, vehicles, Society development, facilities and transport booking, Superteams, Aber7's and Socs Fest



*Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything*



MEET THE TEAM: STAFF



Name: Paige Craddock
Role: Sports Coordinator

Purpose: To promote student participation in sporting activities, including local, regional and national competition, for the purposes of growing shared interest communities, promoting a healthy student lifestyle and providing valuable extra-curricular opportunities for members.

Key activity: Working to support sports teams, BUCS administration, vehicles, Club development, facilities and transport booking, Superteams, Aber7's and Varsity



Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything



MEET THE TEAM: STAFF



Name: Chris Parry

Role: Welsh Community Coordinator

Purpose: to promote student participation in Welsh language activity, for the purposes of growing shared interest communities, developing transferrable skills, and providing valuable extra-curricular opportunities for members. To work closely with the UMCA President and Welsh Culture Officer to support the administration, and development of UMCA and associated groups to ensure that they run safely, sustainably and effectively.

Key activity: Working to support UMCA to coordinate meetings and events, to work with the UMCA President and group leaders to develop Welsh language community activity to engage a diverse range of Welsh speaking students.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Catrin Hopkins

Role: Finance Manager

Purpose: To oversee the management, delivery and development of AberSU's finance activity, managing resources, ensuring that appropriate protections are in place, and reporting financial performance and information.

Key activity: Ensuring all invoices and income are on the system correctly in order to provide accurate information in monthly Management Accounts, every quarter I do VAT and all of this concludes with the end of year tasks ahead of the yearly audit. I also make sure that there is always Milk in the Fridge for Tea and coffee but anyone is welcome to pop to Tesco instead of me to fetch some (Monday or Tuesday).

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Kit Hansen

Role: Reception and Finance Coordinator Coordinator

Purpose: To act as a welcoming and friendly first point of contact for students, staff and visitors entering or contacting the Students' Union; providing information about the Union's services and facilities, you will be responsible for ensuring that all users receive the best possible service. To provide high quality support for the secure and effective management of AberSU's resources, and the effective implementation of finance-related policies and practices to support the organisation's aims.

Key activity: Administering club/society accounts, processing and admin for finance, dealing with general queries at reception and on email, selling Bus cards and NUS cards, post, room bookings.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Cleo Stanford

Role: Communications & Engagement Manager – Maternity cover

Purpose: To oversee the management, delivery and development of AberSU's Communications and engagement activity. To ensure that AberSU's members and stakeholders are aware of, engaged with, and understand the value of the services, activities and opportunities available to them and the positive impacts achieved for them, through and by Aber SU as a membership organisation.

Key activity: Coordinating and supporting SU wide marketing and Comms, Website, Wall planner and handbook, responsible for marketing income, coordinating and supporting press enquiries and publicity. Coordinating design and translation services. Social media.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Chloe Steer

Role: Communications Coordinator

Purpose: To coordinate the AberSU portfolio of communications mechanisms, to promote high quality member and stakeholder engagement as a membership organisation. Responsible for developing, maintaining and delivering our communications work by creating engaging content that works to enhance the relationship between students and the Union. Advising Union staff and officers on how best to communicate their messages to students.

Key activity: Coordinating and supporting SU wide marketing and Comms, Website, Wall planner and handbook, responsible for marketing income, coordinating and supporting press enquiries and publicity. Coordinating design and translation services. Social media.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Jess Eades

Role: Media Sales and Events Coordinator (PT)

Purpose: To co-ordinate and drive sales revenue directly through the sale of media and sponsorship opportunities aimed at our student members, including advertising in Students' Union publications or online channels, on-site exhibition activity and sponsorship of activities and events. To provide relevant and valuable opportunities for students to engage with local, regional and national service providers, generating income and building positive relationships for AberSU.

Key activity: Coordinating and supporting SU wide marketing advertising and sales income and relevant events.



*Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything*



MEET THE TEAM: STAFF



Name: Felix Parker-Felix

Role: Translator (Intern)

Purpose: To translate a variety of documents from English into Welsh and vice versa.

To provide a simultaneous translation service from Welsh into English and vice versa at meetings as required.

Key activity: Written translation of a variety of formal and informal documents and text, including social media, marketing and promotional assets, website content, reports and governance documents. Simultaneous translation at a variety of meetings

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Jacob Webb

Role: Head of Student Voice

Purpose: To oversee the management, delivery and development of AberSU's democracy and representation provision. To empower students to shape their Students' Union and enhance their University experience and ensure that AberSU is the primary voice of students.

Key activity: Officer Induction, Training and Support, Campaign Planning and Delivery, Council & AGM, Teaching Awards, Volunteer Training and Support. PT Officers, Academic Reps, Institute Reps etc.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Al Rhodes

Role: Campaigns & Democracy Coordinator

Purpose: To ensure that the Students' Union is empowering students and student representatives to have a strong voice that shapes the Students' Union, their educational experience, and that is heard locally and nationally. To support and enable student representation, in particular through the course level representation scheme, AberSU democratic channels, upholding principles of democracy. To be an active outreach member of staff that is proactive in going out to talk to students about their experiences and views.

Key activity: Elections, AGM, Council, Officer campaign support, outreach student voice work



Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything



MEET THE TEAM: STAFF



Name: Amy Goodwin (6 months sabbatical break)

Role: Volunteering and Academic Representation Coordinator

Purpose: To support and enable student participation in volunteering, particularly to empower students to shape their educational experience, developing transferable skills and providing valuable extracurricular opportunities for members. To build links with local Community organisations to connect student volunteers to projects that benefit the wider Aberystwyth Town and University Community.

Key activity: Working with and supporting Reps and Faculty Officers, Rep elections, Teaching awards. To be the lead staff champion for the principles of volunteering, recognising the scope throughout AberSU, including academic representatives, student group leaders, part-time officers, trustees, as well as project and activity volunteers.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Annmarie Evans

Role: People & Wellbeing Manager

Purpose: To ensure that all staff related activity is conducted in line with the Union policy & procedures and that all policy & procedures are maintained in line with legislation and best practice. To oversee key organisational processes such as learning & development activity, staff wellbeing, and the induction programme. Maintain a detailed knowledge of health and safety, duty of care, safeguarding and regulatory issues relating to Students' Union compliance in these areas.

Key activity: HR Admin, supporting meetings and performance management, general staff wellbeing support, SU Advice, Trustee Board support, supporting the CEO and Officers, Staff Handbook and policy, inductions.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF



Name: Molly Sutton

Role: Student Advisor

Purpose: To provide high quality, independent information, advice and advocacy, primarily for members in dispute with Aberystwyth University, and to ensure effective signposting to alternative support as required. To report key data to management and representatives to support the development of AberSU policy, campaigns and representation.

Key activity: One to one case work, supporting students with Uni processes: appeals, complaints, disciplinaries, unacceptable academic practice etc. Housing and money advice, general advice. Advice campaigns e.g national student money week, reporting on trends for policy work.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: OFFICERS

Full time Officers are elected in an all student online vote and hold their position for 12 months starting July each year



President: Aisleen Sturrock

responsible for: Primary Spokesperson, democracy, governance, external relations



Academic Affairs Officer: Elizabeth Manners

responsible for: education policy, course representatives, academic campaigns



Student Opportunities Officer: Rachel Barwise

responsible for: sports, societies, volunteering, skills development



Wellbeing Officer: Cameron Curry

responsible for: wellbeing, finance, wellbeing campaigns inc. housing



Welsh Culture Officer & UMCA President: Dafi Jones

responsible for: Welsh language & culture, welsh lang education, UMCA

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





MEET THE TEAM: STAFF PRINCIPLES

**We put students
first**

**We care about our
happiness and
wellbeing**

**We collaborate as
a team**

**We are reliable
and trust each
other**

**We are ambitious
and develop
ourselves and
each other**

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





STRATEGY



MISSION


We want Aber students to **love student life**


VISION





Aber students should be **happy, healthy and empowered**, with **lasting friendships and promising futures.**


VALUES

 We are **shaped by students** - Your voice matters most


We are **transparent** - We are always honest and open 

 We are a **community** - We want you involved


We are **ambitious** - We develop for the future 

 We **caru Cymraeg** - We champion Welsh language and culture

PROMISES



We will provide opportunities to find your **Aber community**



We will be a **positive influence** for students



We will support you to be **happy and healthy**



We will help to grow your **skills and experiences**



Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything



STRATEGY: MONITORING PROGRESS

The Students' Union monitors progress against our strategy in a number of key documents including an annual operating plan and a KPI (Key performance indicator) dashboard that is accessible to all staff. These can be found on the [Strategy and KPI pages of the staff website](#)

If you can't access these please let the CEO know an email you use for google docs and they will enable access for you.



Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything



STAFF PERFORMANCE

It is important to make sure that all staff have clear objectives that link to our overall strategy and that we regularly review progress. Its also key that we are in touch with what is happening for individuals and the team and that there are regular opportunities for two way feedback. To do this we:

- Set probation objectives or annual objectives using the [probation review form or objective setting template here](#) These objectives should include the key work areas for each role and be part of the annual operating plan so that all staff can see a clear line of sight as to how their work contributes towards achieving the overall strategy.
- Have regular one to ones (monthly or every couple of months outside term time) during which we follow a consistent structure and record discussions and progress using the standard [one to one form here](#)
- Have an annual appraisal ([using the form here](#)) to review progress on those key objectives and explore achievements and challenges throughout the last year.

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





EMPLOYEE REWARD, RECOGNITION & BENEFITS

All staff are paid according to the [SU Payscale](#) and are able to progress through increments where available based on performance against objectives by the annual appraisal.

We offer all staff a minimum of 28 days annual leave each year in addition to 8 days bank holidays and paid closure days over the Christmas period.

We offer enhanced maternity and paternity pay for eligible staff

Supportive contractual sickness policy and supportive policies around absence for medical appointments and urgent childcare.

We're a Real Living Wage employer

Up to 10% Employer contribution to your Pension

Employee Assistance Programme - Access to confidential counselling and support

We are a Mindful Employer - We are committed to creating a supportive and open culture, where colleagues feel able to talk about mental health confidently, and aspire to appropriately support the mental wellbeing of all staff.

Halo Hair Code - In this workplace, we recognise and celebrate our colleagues' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on an employee's ability to succeed.

Flexible working /Time off work including:

- Parental Leave
- Dependents Leave
- Medical Appointments
- Compassionate Leave
- Career Breaks
- First Day at School

Wellbeing hours - 2 hours of wellbeing a week available to ensure downtime and a good work/life balance

Learning & Development: we are committed to developing our staff to their full potential





BILINGUALISM:

AberSU recognises both Welsh and English as official languages for its work, and strives to create an environment, which is equal for speakers of both languages. It also seeks to promote the use and awareness of the Welsh language and Welsh culture.

We have a [bilingualism policy](#) which covers this in detail. Key points to remember:

- All written or published work (including the website) must be in both languages. Where both languages appear in one place the Welsh should be first or if presented side by side the Welsh should be to the left side.
- If you are running all student meetings then you should consider if simultaneous translation is needed – have a chat to Felix or Cleo if you are unsure.
- We are happy to receive correspondence in Welsh and if someone emails in Welsh we need to reply in Welsh but can say that there may be a delay as not a Welsh speaker.

We have a full time translator in the students union – Please send all translation requests to Felix the SU Translator on: trastaff@aber.ac.uk When you get translation back please be sure to copy and paste accurately and don't type out from reading on screen if Welsh is not your first language as this can lead to increased spelling errors. DO NOT USE GOOGLE TRANSLATE as a shortcut.

Welsh lessons – The SU will support all staff to learn Welsh. Speak to your line Manager if you are interested.

Caru bywyd myfyrywyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





DECISION MAKING

The Students' Union is governed by overall policies/bye-laws outlined in [our Constitution](#).

As a registered Charity the Students' Union is governed and strategically led by the [Board of Trustees](#). They are ultimately responsible for making sure that we operate in line with our charitable objectives. AberSU Trustee Board is made up of 12 members and meets at least four times a year

The Board is made up of:

5 Full Time Officer Trustees

2 Student Trustees

5 External Trustees

However, there are a number of protections in place to support Trustees to consider overall and high level impact and activity to protect student ability to define the political goals (policies) as members. The constitution outlines in detail how each aspect of decision making works but in brief Political decisions are made by students who can also set the direction for any aspect of the SU but all decisions and actions must be agreed by our Trustee Board.

Students largely make decisions by submitting ideas to our Senedd which are then voted on by our elected Senedd members

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





DECISION MAKING

c7500 students

Zones:
FT Officer accountability,
general discussion and idea
shaping groups

Senedd (SU policy making body):
5 Full Time Officers, 9 Volunteer Officers, 6 Faculty Reps
2 UMCA Exec, 5 Sports Clubs Reps, 5 Societies Rep
All students can submit ideas, attend and debate
Only the roles listed above can vote

FT Officers:
Academic Affairs
Student
Opportunities
President
Wellbeing
Welsh Culture

Board of Trustees:
5 Full Time Officers, 1 elected UG,
1 elected PG, 5 Externals

Staff



*Caru bywyd myfyrrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything*



POLITICAL POLICIES

Policy sets out what AberSU believes and works on; submitted as an idea it is then discussed by Union Council where it can either be passed or sent forward to be voted on by all Aberystwyth students in an All Student Vote.

Passed policy will remain active for up to three years unless it is completed, amended or renewed.

A full list of [current Policies can be found online here](#)



Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything



OPERATING POLICIES AND PROCEDURES

The Students' Union has an in depth [staff handbook](#) which outlines all relevant processes and procedures that affect employees.

These can all be found online on the [staff pages of the SU website](#) along with other key areas of information and links to strategy and impact measuring files



Caru bywyd myfyrwyr a bod yn barod am unrhyw beth
We want Aber students to love student life and be ready for anything



AVERAGE YEAR

The SU operates strategically in academic years rather than calendar years. In general there are a number of key elements of the average academic year to be aware – [a full plan for the current year can be found here](#)*

July

New FT Officers start their role and have intro training
Graduation
Planning and prep

August

Planning and prep

September

Majority of students arrive for the start of Semester one
Freshers week and Freshers Fair

October

First set of democratic meetings
Rep and vacant role elections
Homecoming event

November

Aber Challenge
Second set of democratic meetings

December

End of Semester 1

January

Exams
Planning and prep
Refreshers

February

Superteams
Third set of democratic meetings

March

Main SU elections (FT roles)
Fourth set of democratic meetings

April:

Varsity & Socs Fest

May

Aber 7s
Awards (or in April depending on Easter)
Exams

June

Planning and prep

* Plans are subject to change

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything





BENCHMARKS AND AWARDS

The Students' Union has taken part in a number of benchmark/development schemes and we're proud to have been successful in gaining a number of awards.

Benchmarks

2020: Chwarae Teg Fairplay Employer Scheme – Leading level awarded
2019: NUS Quality Students' Unions

Awards

2022: NUS Wales Awards: Campaign of the Year
2022: NUS Wales Awards: Staff member of the Year
2020: Chwarae Teg Diversity Champion Award winner
2019: Aberystwyth University St David's Day Award – Promoting Welsh in the Workplace
2019: NUS Wales Awards – Officer Team of the Year winner
2018: NUS Awards: The People Award winner
2018: NUS Awards: The Democracy Award winner
2018: NUS Wales Awards: Student Opportunities Award winner

Caru bywyd myfyrwyr a bod yn barod am unrhyw beth

We want Aber students to love student life and be ready for anything

