

Admin Support

There is a view from within the SUS 'officers' that we are now at a stage in our development as an organisation that merits further investment in administrative support.

A third employee within the organisation is not a new idea, having been part of the initial blueprint for SUS. However, this move was previously put on hold while the existing staff found their feet, allowing for time to identify any gaps in provision.

The hugely positive impact made by Laura Hayward during her 10 week student placement at SUS highlighted the gains that could be made with an extended staff team.

In particular, it would be useful for some office support in respect of the following work areas:

- Event admin (entries, payments, results, news)
- Website content maintenance
- Clerical support (nomination forms, meeting minutes, data input)
- Book-keeping and handling of low-level financial transactions

There are a number of possible options to consider if there is consensus that a third pair of hands is desirable;

- A permanent full-time or part-time administrative appointment
- Further use of students on placement
- A secondment through the Scottish Council of Voluntary Organisations (SCVO)
- A volunteer placement through Project Scotland
- Engagement of known individuals (e.g. past AU Presidents) on a temporary, HTBN or sessional basis

It is clear that full consideration of the options must be given and that HR Oversight Group is well positioned to do this and make further representation to the Executive at its next meeting.

SUS Executive is asked to:

Item
<ul style="list-style-type: none"> ○ Empower HR Oversight Group to offer views on the best solution and to prepare and present costed proposals to the Exec