



**HARTPURY**  
STUDENTS' UNION

# SU Elections Guide 2026

Empowering students to excel by providing representation, guidance and opportunities

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## Introduction

Firstly – thank you for taking the time to consider being part of the Hartpury Students' Union team! We're proud of our work and love to welcome new people to help us make it even better – we're always on the lookout for fresh ideas and new perspectives.

**This guide sets out in detail what the elections are, why we have them and how they work.**

Together, the elected officers lead the work of the SU to benefit all Hartpury University and College students. Each role has different duties (which you can read about later in the guide) but the purpose is the same – to make student life at Hartpury the best it can be.

As well as being part of this great journey you also develop a whole **range of skills** and enjoy **unique experiences** along the way which will make your CV and any applications for higher or post-grad education **stand out from the rest**.

The roles all come with a competitive salary – you can **earn while you learn** right here on campus. We also give you full training, personalised clothing, a free ticket to Hartpury Summer Ball and opportunities to travel around the country.

So, what are you waiting for? Check out this guide and get your nomination in!

## Tell me more....

### What is Hartpury Students' Union?

Hartpury Students' Union (HSU) exists to provide representation, guidance and opportunities to students at Hartpury.

### Why do we have elections?

We're a democracy! You choose who runs the SU, and you do that by taking part in the elections – as a voter, or as someone who wants to be an officer (or both!).

The election of officers is detailed within the requirements of the 1994 Education Act, which states that appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote.

By holding elections, we can ensure that not only are we democratic and representative, but that the Executive Committee is kept in check as much as possible by the students.

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#### What do the officers do?

Our officers have their own specific roles and projects but some of the duties of office apply to all positions. They make up the 'Executive Committee' and are members of the Student Council. As Officers of the Union, it is expected that they:

- Attend regular Students' Union meetings
- Represent the views of students
- Assist with the development of the Union in relation to their position
- Abide by the SU Code of Conduct and policies of the Union

The Executive Committee make some decisions on the day-to-day running of the Union and how the Union will handle certain issues. An important part of the role is ensuring that we communicate decisions clearly to students and Hartpury.

#### What positions are open to election?

There are 4 different roles you can stand for:

#### **SU Executive team (paid positions – salaries can be found in the role descriptions below):**

- President (full time, August-May, salary: £20,494)
- Engagement Officer (12hrs per week, August-May, salary: £6,558)
- Wellbeing and Inclusivity Officer (12hrs per week, August-May, salary: £6,558)
- Clubs and Societies Officer (12hrs per week, August-May, salary: £6,558)

You can find more information about each of the positions at the end of this guide. If you want to have a chat about any of these, pop into the SU office or drop us an email:

[studentsunion@hartpury.ac.uk](mailto:studentsunion@hartpury.ac.uk) and we're more than happy to help!

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## What are the benefits of being an Officer?

Hartpury Students' Union is growing and developing all the time. It is an exciting opportunity to be at the forefront of a robust, dynamic and exciting union **representing** over 4,500 students. You can **make real changes** to improve the lives of your fellow students, by attending meetings at the highest level of Hartpury and driving forward policy.

As an officer, you receive training and support from experienced staff members as well as NUS (National Union of Students). As part of the national student movement, you will get the opportunity to develop **network** connections that will see you through to your future career. You'll also get the opportunity to go on an all-expenses paid trip to the NUS National Conference and other events throughout the year.



**While in office you will develop skills in many areas:**

- Communication
- Planning
- Problem solving
- Teamwork
- Time-management
- Campaigning
- Leadership
- Events planning

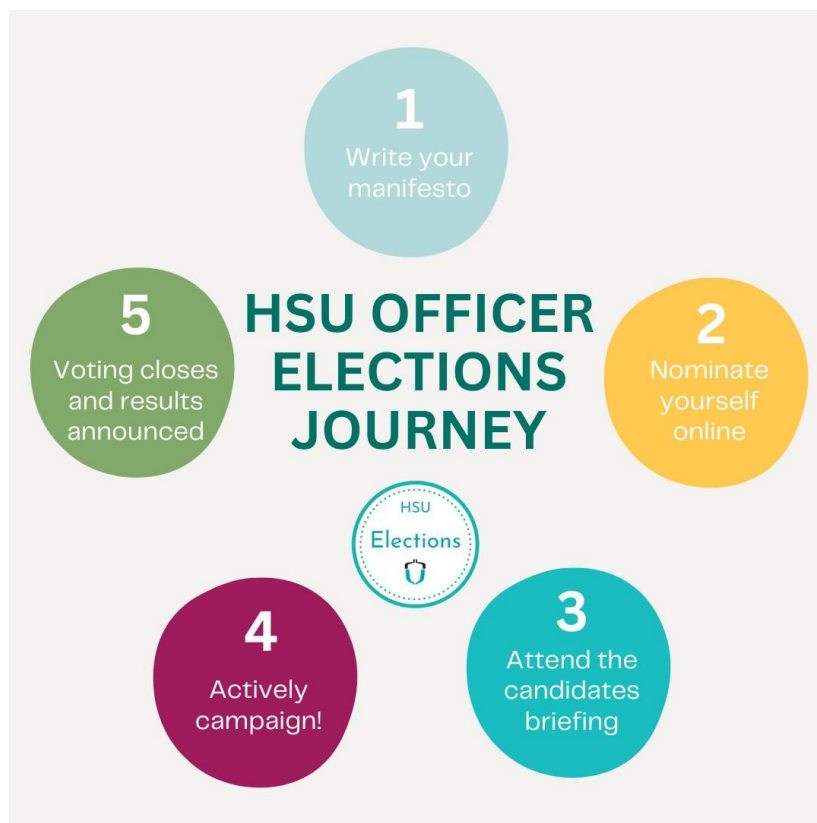
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### Sounds good – can I stand?

All full members of Hartpury SU can apply – that includes College (FE), University (HE), Post Grad, part time, full time and everything in between. Part time roles are open to those studying at Hartpury in 2026/2027 and the full-time role is open to a current student that is either moving to a gap year in 2026/2027 or finishing their studies this year (in 2026). You can **only stand for one role** so make sure you know what the roles are, what you want to achieve and what you're passionate about.

### How do I stand in the elections?

Here's an outline of the officer elections journey:



To start off, you need to **create your manifesto** and **submit your application** in the allotted nomination time (see final page of this guide for the elections timeline). Request the **application form** from us ([studentsunion@hartpury.ac.uk](mailto:studentsunion@hartpury.ac.uk)). Once you're confirmed as a candidate, you'll then need to encourage other students to vote for you by convincing them you are the best person for the role – this is where campaigning comes in!

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#### How do I run my campaign?

You can run your campaign in person, online or a combination of both. You can use social media platforms, whatever works for you – we will have a campaign hub on the SU website where students can read your manifesto and follow links to your campaign page(s).

There are regulations governing the running of the elections and these will be sent to you when you request your nomination form. Hartpury Corporation must be satisfied that the elections are run fairly and properly conducted. You can only start campaigning during the campaigning period once you have watched the Candidates' Briefing and agreed to the rules.

#### Who oversees the elections?

The Returning Officer is appointed annually by the Student Council, subject to the approval of Hartpury Corporation. The Returning Officer shall be responsible for the good conduct and administration of Union elections and shall have the **sole** interpretation of the election regulations. The Returning Officer may appoint a Deputy Returning Officer to support them in their duties. The Returning Officer is responsible for issuing the rules and regulations, and ensuring the elections are run fairly. They are also responsible for the timings for the election process and dealing with any complaints. For this year's Elections, the Returning Officer is Lesley Worsfold and the Deputy Returning Officer is Sophie Savage (Sophie.savage2@hartpury.ac.uk).

#### What are the rules?

There are some rules which apply to the elections, and you are also expected to adhere to our commitment to Equality, Diversity and Inclusion. If you breach these, the Returning Officer may take action and apply sanctions under the election rules, and you may be subject to disciplinary procedure in line with the SU and/or Hartpury disciplinary policy.

The full list of rules is available on request and will be sent to you on confirmation of your candidature.

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[What happens if the rules are broken?](#)

The Returning Officer has the power to act in whatever way they see fit in order to preserve the fairness and integrity of the elections and Students' Union. An important thing to remember is that you are responsible for all the actions of everyone campaigning on your behalf. That means that if they break any rules or regulations it may result in sanctions against you.

**You need to make sure that your campaign team, if you have one, are aware of the rules. If in doubt, please ask us for advice – we're here to help!**



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## The roles

### Role: President

Full time (37.5hrs per week, 3<sup>rd</sup> August 2026 -28<sup>th</sup> May 2027), flexible working with at least 3 days expected in the SU office each week, £20,494.

#### The President will:

- Lead the strategic direction of the Union, working alongside the SU Officers and liaising with key stakeholders to develop and progress our SU strategy.
- Have oversight of the student representation system: Representing the student voice through Hartpury's academic structures, identifying common themes of feedback regarding the student experience, report issues to Student Council for their consideration, work collaboratively with Hartpury staff to resolve issues
- Chair the SU forum rep meetings, assist with rep training, and maintenance of the student voice section of the website
- Be responsible for all issues driven from student feedback
- Support and advocate for individual students where appropriate
- Liaise with liberation representatives to ensure their respective groups are heard
- Be the first point of contact between Hartpury and NUS and other SU networks
- Further develop, promote and help deliver SU events such as the Student Allocated Recognition (StAR) awards and Speak Week
- Lead on student submissions including, but not limited to, TEF, Annual Quality Report, Annual Provider Review, Access and Participation Plan, other consultations from Hartpury, NUS and other services and agencies such as Ofsted
- Support operations including booking out facilities, maintaining SU spaces and facilities, publishing the newsletter, preparing reports, upkeep of the SU mailbox and website, designing graphics and posters, and supporting SU activities and events

#### All SU Officers will:

- Represent the views of Hartpury students on campus, regionally, locally and nationally and ensure all work is influenced by students' needs and opinions
- Regularly and proactively engage with students, including gathering views and feeding back the outcomes and impact of representation activity
- Work with fellow presidents and officers, supporting the work of the team and running campaigns
- Be proactive on the SU social media platforms, posting, sharing, reacting and engaging with students and external organisations where appropriate

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- Abide by the SU governing documents and policies
- Uphold the SU commitments to sustainability and equality
- Be accountable for their manifesto pledges
- Proactively embed the SU values in their work and promote the mission of the SU
- Attend and contribute to fortnightly team meetings and monthly senior management meetings
- Be actively involved in organisational activities such as AGM (Annual General Meeting), welcome events, open days, applicant days (2 per year), welcome days and enrolment
- Present relevant reports to the Executive Committee, Student Council and AGM
- Keep up to date with national student issues
- Develop collaborative partnerships internally and with other unions
- Work towards an effective handover period and produce a handover pack for the following Officer

#### **Committees:**

- Executive Committee (SU officers)
- Student Council – chair of first meeting
- Academic Board
- Academic Standards and Enhancement Committee
- Other ad. hoc. working groups and committees as necessary

#### **Main Relationships and Contacts:**

- Vice-Chancellor and Principal of Hartpury
- Deputy Vice-Chancellor
- Vice Principal - FE
- Hartpury Senior Management Team
- Head of Teaching and Learning
- Head of Inclusivity
- Director of Student Experience
- NUS

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### Role: Engagement Officer

Part time (12hrs per week, 3<sup>rd</sup> August 2026 -28<sup>th</sup> May 2027), flexible working with at least 3 hours expected in the SU office each week, £6,558

#### **The Engagement Officer will:**

- Lead, enhance and contribute to SU engagement initiatives, including creating and curating content for newsletters, social media, the SU website, SU building screens and other communication platforms
- Proactively promote events, SU elections, surveys, focus groups and other student opportunities to ensure maximum participation and engagement from the student body
- Organise and host events and pop-ups aimed at engaging underrepresented students e.g. international students, Agriculture, Sport students, mature students, ensuring that events and activities are inclusive and meet the needs of diverse student populations
- Build and maintain strong relationships with internal university departments and external organisations to enhance engagement, raise awareness of the SU, support SU initiatives and foster a strong sense of community
- Implement and support online campaigns, contests, or interactive content to encourage virtual involvement from students
- Develop and implement strategies to boost awareness of the SU and its services
- Analyse engagement data and feedback to identify opportunities for improvement and tailor future initiatives, and produce an annual report at the end of the year
- Innovate new ways to engage students, particularly those from underrepresented or marginalised groups, ensuring inclusive practices are maintained
- Manage and update digital platforms such as social media, the SU website, SU building screens and apps to increase student engagement and participation
- Offer promotional support to ensure SU clubs and societies thrive
- Forge partnerships with local businesses, charities, and community organisations to create opportunities for student volunteering, internships, or discounts
- Facilitate collaboration between the SU and local community events or initiatives

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#### **Committees:**

- Executive Committee (SU officers)
- Other ad. hoc. working groups and committees as necessary

#### **Main Relationships and Contacts:**

- Vice-Chancellor and Principal of Hartpury
- Deputy Vice-Chancellor
- Vice Principal - FE
- Head of marketing / social media marketing manager(s)
- NUS

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### Role: Wellbeing and Inclusivity Officer

Part time (12hrs per week, 3<sup>rd</sup> August 2026 -28<sup>th</sup> May 2027), flexible working with at least 3 hours expected in the SU office each week, £6,558

#### **The Wellbeing and Inclusivity Officer will:**

- Advocate the wellbeing of students; individually and collectively
- Create guidance materials and promote the support services available at Hartpury
- Help develop, implement and review student wellbeing initiatives within the Union, including a clear approach to signposting
- Enhance students' involvement in the community, ensuring an inclusive experience for all students
- Host regular socials, activities, drop-ins and events to promote positive mental wellbeing and an inclusive environment
- Represent the student voice in the Mental Health Steering Group, Sexual Harassment forum and Misconduct and EDI forum
- Support and coordinate the work of the Liberation Reps and their respective campaigns
- Support and promote the SU's commitment to Equality, Diversity and Inclusion
- Lead on SU awareness campaigns including liberation, mental health, student advice (such as finance, housing, extenuating circumstances, academic misconduct advocacy) and other relevant topics
- Be a point of contact for students with general queries and signpost effectively
- Support students in meetings (complaints and misconduct meetings)

#### **All SU Officers will:**

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#### **Committees:**

- Executive Committee (SU Officers)
- Student Council
- Academic Board
- Accessibility Forum
- Hartpury Equality, Diversity and Inclusion Committee
- Mental Health Steering Group
- Other ad. hoc. working groups and committees as necessary

#### **Main Relationships and Contacts:**

- Deputy Vice-Chancellor
- Vice Principal - Resources
- NUS and NUS Liberation team
- Hartpury Wellbeing Team
- Head of Inclusivity

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### Role: Clubs and Societies Officer

Part time (12hrs per week, 3<sup>rd</sup> August 2026 -28<sup>th</sup> May 2027), flexible working with at least 3 hours expected in the SU office each week, £6,558

#### **The Clubs and Societies Officer will:**

- Develop, oversee and support the portfolio of student-led clubs and societies
- Support students in the set-up of new clubs and societies, including training on awareness of relevant SU policies, procedures and relevant documentation
- Ensure the smooth running of clubs and societies and their activities and finances in accordance with the Clubs Constitution, including conducting AGM, development meetings and successful handover
- Oversee and develop the training programme for clubs and societies committee members, to be delivered at the point of handover
- Help develop club and society committee members through extra-curricular activities, workshops and other training
- Encouraging committees to proactively engage and communicate with the SU
- Monitor committee behaviour (including social media content) and report behaviour to the SU manager where necessary
- Develop collaborative partnerships internally and with other unions to broaden the scope for clubs and societies
- Support committees with their fundraising events and activities and in identifying other funding streams to establish sustainable clubs and societies
- Support and promote the SU's commitment to Equality, Diversity and Inclusion, ensuring Clubs and Societies run in accordance with the policy and activities are accessible to all

#### **All SU Officers will:**

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#### **Committees:**

- Executive Committee (SU Officers)
- Student Council
- Health and Safety Committee
- Other ad. hoc. working groups and committees as necessary

#### **Main Relationships and Contacts:**

- Deputy Vice-Chancellor
- Vice Principal - Resources
- Hartpury Sports Development and Physical Activity Manager
- Director of Elite Sport
- Sports Academy staff
- Hartpury Health and Safety and Facilities



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### **Important dates**

**Nominations (applications) open** Monday 16<sup>th</sup> February at 9am

**Nominations (applications) close** Friday 6<sup>th</sup> March at 12pm

**Campaigning begins** Monday 9<sup>th</sup> March at 10am and ends when voting closes

**Voting opens** Monday 16<sup>th</sup> March at 9am

**Voting closes** Friday 20<sup>th</sup> March at 12pm

**Results announced** Monday 23<sup>rd</sup> March at 10am

Thank you for reading this guide! If you have any questions, please email us:

[studentsunion@hartpury.ac.uk](mailto:studentsunion@hartpury.ac.uk)