



FCSA 25/27
PRESIDENT
ELECTIONS

BE THE CHANGE

BE THE CHANGE

FCSA President Elections

Candidate Handbook



Thank you for considering standing as a candidate for President within Fife College Students' Association!

We have two available positions:

President for Education and Representation

The President for Education and Representation leads our Class Rep system, works closely with our Campus Representatives and ensures every student receives the best possible learning experience.

So if you want to help deliver a great education environment where everyone is able to have their say, this is the role for you!

President for Wellbeing and Equity

The President for Wellbeing and Equity leads on our health, economy and equality campaigns, works closely with our Equality Officers and ensures every student is treated equally and fairly.

So if you want to make sure everyone is welcome and able to attend college this is the role for you!

'The best thing about being an FCSA President is making changes for students. Being a student here as well as an FCSA President gives you a unique perspective. You can sympathise with the things that the students come to talk to you about and as an FCSA President, you have the power to change them.'

Taylor Edwards, President of Education and Representation 2023-2025

You can get the full list of tasks for each position from a member of the FCSA Staff (drop into an office or email us: fcsa@fife.ac.uk). Alongside these tasks as President you also have the chance to work on things that you think need attention. You'll be able to detail these in your manifesto (more on that later).

Being a President is not just a great addition to your CV—you'll also have access to numerous training opportunities, develop new skills which will enhance your employability and open up new routes on your employment path.

Sounds great — but can I do it?

There aren't any educational requirements for either position, but we think having basic IT and effective communication skills would give you a good starting point. The FCSA, College Staff, and others will offer you guidance, support, and training opportunities throughout the year which will help you to develop your skills and make sure you don't feel overwhelmed.

There are a few requirements that you have to meet in order to be eligible. These are:

1. You have been an enrolled and registered as a student of Fife College during the 2024- 25 academic year.
2. You are 16 years old or older.
3. You are a member of Fife College Students' Association (every Fife College student is automatically a member, unless you deliberately opt out.)
4. You do not have any current College disciplinary sanction against you.
5. You have not received more than one censure from the FCSA in this current academic year.

Can I do this and keep studying?

No. The President roles are both full-time jobs so if you are elected you would have to take time out of your studies. The positions are fixed-term for two years (24 months).

A full-time job — do I get paid for this?

Yes — You work 30 hours per week and both of our Presidents are paid £24,500.00 a year.

Is this like a 9-5 job then?

Not really. The Presidents are both contracted and expected to work 30 hours per week but you can have a flexible working patterns. So if you have other commitments, for instance childcare , and starting at 9 every day isn't possible, we could come to an arrangement to accommodate you. There will be certain times where you have to work evenings or weekends but we'll let you know about these well in advance and again support you as much as possible.

[A few things to consider](#)

As President, you are the focal point of the FCSA

Being President means you are the face of the FCSA. This means our members and College staff will regularly seek you out for support and advice, and you are expected to be available for them whenever possible. The FCSA Staff will be there to support you however, you should be aware of this aspect of the role.

Protection of Vulnerable Groups Scheme (PVG)

Before you can work with us you must be able to obtain satisfactory membership of the PVG Scheme from Disclosure Scotland. If you are elected the College will help to arrange and pay for your application to join the PVG Scheme. If you have any questions about this please contact the FCSA Staff or visit www.disclosurescotland.co.uk.

Fife College Board of Governors

Our Presidents are both appointed members of the College's Board of Governors. There are some eligibility requirements for this:

A person is not eligible for appointment as a member of the board if the person:

(a) has, within 5 years of the date on which the appointment would take effect, been sentenced (following conviction for an offence in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic) to imprisonment for a period of not less than 3 months, whether suspended or not, without the option of a fine;

(b) is an undischarged bankrupt; or

(c) has been removed from office under section 24 of the Further and Higher Education (Scotland) Act 1992 or section 23Q of the Further and Higher Education (Scotland) Act 2005.

If you are in doubt about your eligibility you should seek your own legal advice or speak to FCSA Manager, Craig Walker (craigwalker@fife.ac.uk)

Did you know?

As well as our Presidents the FCSA has four full-time members of staff. Craig Walker, the FCSA Manager, can offer you guidance on your campaign.

If you are elected they will work closely with you throughout the year to support you in your role and help you to lead the FCSA effectively.

If you would like to contact Craig you can via Teams or
email: craigwalker@fife.ac.uk phone: 07515190311

Being called 'President' sounds pretty cool!

We'll be honest—if it's the title that attracts you, this probably isn't the job you are looking for. As a leader of the FCSA there's a lot of focus on you and while we support our sabbaticals as much as we can the work can be very demanding. There's a section later which will show you what sort of skills and attributes you'll probably need.

What we expect of you

The President roles can be demanding. As they are full-time jobs, it would be difficult to carry out your duties effectively alongside any other employment; as such we recommend that your job with us would be your only employment.

All FCSA officers must sign a Code of Conduct and are expected to value democracy, equality, and diversity.

All FCSA officers must act professionally, cooperatively, and flexibly in line with the needs of their post. The FCSA has documents which detail how we work and if elected you will be expected to adhere to these and be responsible for making sure others are aware of our policies.

Working as part of a team with a high level of flexibility and self-direction, you are expected to demonstrate commitment to your own learning and personal development. Remember the FCSA staff will be there to offer help whenever you need it.

OK- I still have a couple of questions

If there is anything else you would like to ask about working for the FCSA or the roles then please contact:

Craig Walker, FCSA Manager
email craigwalker@fife.ac.uk
phone: 07515190311

Great! How do I apply?

Both of our Presidents have to be elected by our students. The next couple of pages will help you to create your campaign.

Campaign? Is that going to cost money?

Every candidate is allowed a maximum budget of £100 to spend on promotional materials for their campaign. This covers quite a range of things, including sweets to hand out or t-shirts for your campaign team and supporters. After the campaign period, the FCSA will reimburse what you have spent (so keep your receipts). We understand that not everyone has money to spend so the FCSA will also provide a supply of promotional items that you can use for your campaign. These will be provided at the Candidate Meeting.

YOUR CAMPAIGN

Our tips on how to campaign effectively

#1 Think about your ideas.

What do you want to do as President? Think about what you want to change - is this something other students want as well? Why should students vote for you instead of the other candidates?

#2 Ask other students

You've got some ideas - ask your fellow students if they would vote for you because of your ideas. The FCSA can also help you to shape your ideas.

#3 Write your manifesto

You've got your ideas. You've checked them with other students. Time to write them down. Fill in the manifesto section at the back of the booklet. Don't feel that you have to use the full word limit. Before you submit your manifesto, get others to check it for you. Does it say what you want it to?

#4 Plan Ahead

Your nomination is in. You've been to the Candidate meeting and the proper campaign is about to start. The college has 5 campuses and you want to reach as many students as possible. The FCSA staff will provide a planner template and we recommend you use it - think about where you are able to get to (we'll cover travel expenses), and how you will reach students that you won't be able to meet in person.

#5 Ask people to vote for you

Your classmates, their student friends, students in the corridors. **The only way to win is to have the most votes.**

Writing your manifesto

Your manifesto is an introduction to you and your election pledges. It outlines what you stand for, and why you are the best person for the job.

FCSA staff will produce a manifesto poster for every candidate.

These will be distributed at the Candidate Meeting. The posters will be made from the information you provide us with on your nomination form.

Here are a few things to consider when compiling your manifesto information:

- Be creative and inspiring
Let your personality show through so students know who they are voting for. What will set you apart from the other candidates?
- Don't make promises you can't deliver
Do your research; is what you are planning achievable during your term in office? You can ask the FCSA staff for guidance on this. Remember you won't be judged on the promises you make, you'll be judged on the ones you keep.
- Discuss your ideas with your friends and other students to gather opinions
Do your ideas resonate with them? If they weren't your friends, would your manifesto convince them to vote for you?
- Be concise
Some voters may not read your manifesto in depth and will only scan through it, so make sure your main points don't get lost. If you think your message is clear already, don't feel that you have to use the full word count.

When completing the form don't forget to include:

Your name and position you're running for.

Outline who you are, your skills and any relevant experience.

Why you feel you're the best candidate.

What you want to change.

All election manifestos will be publicised on the FCSA website and social media channels. You will be given copies of your manifesto to hand out to students and put on notice boards.

Skills/Behaviours	What would help	Why
Eligibility and Location	<p>Anyone who was enrolled on a Fife College course during 2024-25 can apply for these positions, however there are restrictions which may make some students ineligible.</p> <p>See pages 3-4 for details.</p>	<p>There are official rules relating to membership of public boards and the students of Fife College have the right to be represented by individuals who lead by example.</p>
Experience	<p>Experience working with the public.</p> <p>Working in a customer service based environment.</p>	<p>The main focus of this role is talking to students. An understanding of good communication skills would help you to succeed in this role.</p>
Skills/ Attributes	<p>Dynamic and adaptable working style to be able to speak with a wide range of people across the College.</p> <p>Effective written and verbal communication skills.</p> <p>Ability to prioritise workload.</p> <p>Proven ability to multi-task under pressure, with the ability to demonstrate attention to detail.</p> <p>Proficient in the use of Microsoft Office.</p> <p>Good Time Management.</p>	<p>In this role you will be expected to work unsupervised for the majority of time. While support will be on offer and given whenever requested you will also be expected to be able to manage your workload alongside your studies.</p> <p>You will also be chairing meetings and supporting others so effectively recording these discussions will benefit your delivery of the role.</p> <p>As we are based across all Fife College campuses, quick and accurate communication can help us to deliver the best possible experience.</p> <p>We will offer training opportunities, where appropriate, to support your personal development in the role.</p> <p>Having good time management will help you to manage the workload of this role alongside your college course and other commitments.</p>
Any Other Relevant Criteria	<p>The post-holder will be expected to always display the highest standards of behaviours and always adhere to the FCSA Code of Conduct and all appropriate Fife College policies.</p>	<p>Everyone deserves to study and work in a safe environment. By adhering to the Code of Conduct you'll help to create that environment for yourself and the students of Fife College.</p> <p>Also as a leader of the FCSA you'll be a role model for your fellow students and will be a prominent figure throughout Fife College and the wider College sector. Always adopting a professional approach and displaying integrity will help you to succeed in this position.</p>

Thinking about running but not sure if you're ready or have some other questions?

Please get in touch with Craig Walker or come along to one of our Election Workshops. These workshops will offer insights into what students are looking for in a candidate as well as showing the work that previous sabbatical officers have carried out whilst in office.

They are also a chance for you to ask any questions you may have before submitting your nomination form. For more info contact craigwalker@fife.ac.uk or phone 01383628964.

Important Information

A few final things

1. Candidate Meeting

All candidates MUST attend a Candidate Meeting. This is when we will talk you through the election process, conduct guide and distribute your campaign materials. It's also a chance to ask the Returning Officer any questions you may have. You can't do any proper campaigning until after you have attended a Candidate Meeting.

2. Respect

An election can be intense; however, we want to make sure everyone is treated with respect. You can disagree with policies and pledges, but we will not tolerate personal attacks on any candidates or staff members.



**Be the FCSA
for a day**

**Join us for a day
to find out what
being President
really means!**

You can also spend time with the FCSA getting to know the role before you submit your nomination!

Contact Craig Walker for a full list of dates and times.

Key Contacts

Sarah Kippen	Returning Officer	sarahkippen@fife.ac.uk
Craig Walker	Deputy Returning Officer/ FCSA Manager	craigwalker@fife.ac.uk

Key Dates

Nominations Open	3rd March (9am)
Nominations Close	26th March (4pm)
Candidate Meetings	w/c 31st March*
Campaigning Begins	14th April (9am)
Voting Opens	28th April (10am)
Voting Closes	30th April (3pm)
Complaints Deadline	30th April (5pm)
Vote Count and Results	1st May (10am)

*The time of the Candidate Meeting will vary according to campus.

Before 4pm on the 26th of March you will:

- Research your election pledges.
- Complete the nomination form.
- Sign the declaration.
- Complete the Manifesto form.

Any problems please contact
craigwalker@fife.ac.uk

HOW TO SUBMIT YOUR NOMINATION

1. Visit the www.fc-sa.net/vote
2. Click on Submit My Nomination
3. Fill in the FCSA Sabbatical Officer Nomination Form

All Nominations must be submitted no later than 4pm on the 26th of March.
If you require another format please contact Craig Walker. (craigwalker@fife.ac.uk)
Requests for other formats must be made by 5pm on 25th of March.

What happens after I submit my nomination?

- Your form will be checked to ensure it meets the Election Regulations
- The FCSA will contact you to arrange the template that will be used for your posters
- The FCSA understand that money can be a barrier to campaigning, so we will ask you what promotional materials you would like to use for your campaign. If you can confirm this by the 24th of March, the FCSA will purchase the items and get these to you. After this date, you can still buy materials and claim the funds back. As noted in the Election Regulations this will be to the maximum value of £100 per candidate.

What's in it for you?

As well as driving change and helping others, your time as President will be very rewarding. Some of the benefits include:

These positions are remunerated at competitive levels and include travel and other financial benefits

Support from qualified coaching staff who will help you to evolve your existing skills and learn new techniques.

The ability to create a network of contacts within the college and across Scotland

Enhanced CV and UCAS Personal Statement

Develop your employability skills, positions of authority help to show your leadership and personal management skills to potential employers

Why should you stand for President?

An introduction to the College sector which could lead to future employment opportunities.

Access to a wide range of personal development opportunities