

# Societies Officer

Activity Zone | Part-Time | Up to 3 hours per week (term time) |  
£12.21 per hour

*This role represents students involved in societies, working with the VP Activity to support and promote society activity. This Officer gathers student feedback from across the Union's membership, in particular from societies, and ensures this feedback is contributed to Union decision-making.*

*This role would particularly suit students with experience of running a student society as a Committee Member interested in developing their skills in leadership, communication, and networking.*

## Responsibilities

*Representing students:*

- **Gather and share student feedback on student societies** with the VP Activity, Union staff, and University staff where relevant
- Engage with and consult Society Committees and members to **increase participation in Union decision-making**, including promoting student voice opportunities such as Union Forum and Union elections
- **Attend and contribute to Zone Committee meetings and Union Forum**, and to attend key student voice meetings including Student Voice Forum

*Engaging with students:*

- Work closely with the VP Activity to **shape the delivery of student society activity** at the Union
- With the VP Activity, Union staff, and the Union's Communications team, **promote Surrey societies** to increase participation in society activity
- **Network with society Committees and members**, including attending key events such as Union Ball and supporting key Union campaigns

Being part of the Officer team:

- **Deputise for the VP Activity** at University or Students' Union meetings, committees, and activities when required
- Work independently and in collaboration with other Officers and Union staff to **deliver own manifesto goals**
- **Represent the Union and the elected Officer team positively and professionally**, engaging positively with students, other Officers, and Union and University staff

## Person Specification

	Essential	Desirable
<b>Experience</b>		
Current student at the University of Surrey	X	
Continuing as a student at the University of Surrey in September 2026	X	
Committed to upholding the values of the Students' Union	X	
Committed to abiding by the rules of the election	X	
Awareness of current student issues and priorities		X
Awareness of the Students' Union's current activities and strategy		X
Interest in improving the student experience		X
Enthusiastic with an open-minded, flexible approach to work		X
Experience in volunteering to support student societies at Surrey Students' Union e.g. as a society Committee Member		X