

SurreyDecides

**Become a
Part-Time
Officer**



**SURREY
STUDENTS'
UNION**

Your Surrey Life.

Welcome

Thank you for considering a part-time officer role at Surrey Students' Union. Our mission is to make sure our students have the best Surrey life and we encourage everyone to get involved in **Surrey Decides** to help us achieve that goal.

Surrey Students' Union is a not-for-profit charity that aims to provide important, essential and exciting services to all students at the University of Surrey. We employ a team of full-time staff, five elected Sabbatical Officers and hundreds of student staff, who lead, run and deliver them.

In recent years, the Union has overseen a number of positive changes on behalf of students, including:

- o Successfully lobbied for the introduction Self-Certified Extenuating Circumstances at the University.
- o Published our Cost of Living Manifesto, covering over 40 suggested actions for the Union and University's partnership work to support students during the Cost of Living crisis.
- o Opened our new venue, *Manor Park Social*, to offer a place to connect and socialise on Manor Park Campus.
- o Awarded £65,000 in funding to over 20 clubs and societies through collaboration with the University's Advancement team who manage the *Forever Surrey Fund*, supported by Surrey Alumni.
- o Improved our national representation activity, laying the foundations to ensure Surrey students are heard in national decisions, including submitting written evidence to Government to inform changes to the *Renters Rights Bill*.

[Find out more about the Union here](#) and find the [candidate FAQs here](#) if you are considering running in **Surrey Decides**.

All the best,

Matt Aikin

Union President 2025-26



What is a Part-time officer?

Each Zone is led by the respective Vice-President (VP), assisted by part-time student Officers. Part-Time Officers are current students, at any level of their degree, who undertake their Officer role alongside their studies or research. Part-Time Officers are essential to helping the Union ensure that our activity and decisions are informed by students, benefit the student community, and help engage as many students as possible in Union life.

Core Duties

All Officer roles share a common core purpose: *representing students, engaging with students, and being part of the Officer team*. For specific details, please see the relevant role description.

Representing students involves helping to ensure that students are central to Union decisions relevant to the remit of the role. Each Officer acts as a voice for students engaged in relevant Union activity.

Engaging with students includes encouraging student participation in Union activities and campaigns by being a visible presence and voice, and helping to support key Zone projects.

Being part of the Officer team is all about showing up positively as a representative of the Union, supporting Sabbatical Officers, and working well as a team to deliver central Union projects and campaigns over the year.

Part-Time Officers are expected to spend a minimum of two hours each week during term-time on their duties.

Available Roles

Outlined in the diagram below are the part-time roles that are available in the Officer team. They have been split to show which Zone they sit under, and where you would be based should you be successful. The Union President oversees all four Zones.

Activity Zone

1 x Team Surrey Officer
1 x Societies Officer

Community Zone

1 x Belonging Officer
1 x Nightlife Officer

Central Zone: Union President

Support Zone

1 x Wellbeing Officer
1 x Peer Support Officer

Voice Zone

1 x Education Officer
1 x Equity and Inclusion Officer



More detailed information on these roles can be found in this job pack.

Nominations open from 2 - 11 February 2026, head on over to surreyunion.org/surreydecides for more information.



Our Sabbatical Officers

Each year five students are elected by the student body to lead the Union full-time, they are called *Sabbatical Officers*. As a student focused organisation, our *Sabbatical Officers* are at the heart of all decision making, representation and interaction with the University of Surrey senior leadership. They each lead on a zone in conjunction with a staff member meaning they can meaningfully influence and change all the key services and functions of the Union. They lead the direction of the Union with students' needs at the heart of everything they do.

Current Sabbatical Team, from left to right:
Kade VP Activity, **Sam** VP Support, **Matt** President, **Amber** VP Community, **Luana** VP Voice

Team Surrey Officer

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

This role represents students involved in sport, working with the VP Activity to promote student sporting opportunities. This Officer gathers student feedback from across the Union's membership, in particular from Sports Clubs, and ensures this feedback is contributed to Union decision-making.

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

Responsibilities

Representing students:

- **Gather and share student feedback on student sport** with the VP Activity, Union staff, and University staff where relevant
- Engage with and consult Sports Club 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 sporting activity** at the Union
- With the VP Activity, Union staff, and the Union's Communications team, **promote Team Surrey Clubs** to increase participation in student sport
- **Network with Sports Club Committees and members**, including attending key events such as Varsity 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
Experience		
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 sporting activity at Surrey Students' Union e.g. as a Team Surrey Club Committee Member		X

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
Experience		
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

Belonging Officer

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

This role represents students engaging with the Union's Surrey Belonging programme, working with the VP Community to support and promote inclusive Union events. This Officer gathers student feedback from across the Union's membership, in particular from Union Part-Time staff and events attendees, and ensures this feedback is contributed to Union decision-making.

This role would particularly suit students with experience of running Belonging Events as an Events Assistant interested in developing their skills in leadership, communication, and event organisation.

Responsibilities

Representing students:

- **Gather and share student feedback on the Union's Surrey Belonging programme of events** with the VP Community, Union staff, and University staff where relevant
- Engage with and consult Union Part-Time Staff and Belonging event attendees 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 Community to **shape the delivery of the Surrey Belonging programme** at the Union
- With the VP Community, Union staff, and the Union's Communications team, **promote the Surrey Belonging programme** to increase participation in Belonging events
- **Network with Union Part-Time Staff and Belonging event**

attendees, including attending key events such as Freshers' Fair and supporting key Union campaigns

Being part of the Officer team:

- **Deputise for the VP Community** 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
Experience		
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 attending or supporting Surrey Belonging Events at Surrey Students' Union, e.g. as an Events Assistant		X

Nightlife Officer

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

This role represents students engaging with nightlife events on offer at the Union, working with the VP Community to support and promote inclusive Union events. This Officer gathers student feedback from across the Union's membership, in particular from Union Part-Time staff and events attendees, and ensures this feedback is contributed to Union decision-making.

This role would particularly suit students with experience of contributing to nightlife events as a member of Union part-time staff interested in developing their skills in leadership, communication, and event organisation.

Responsibilities

Representing students:

- **Gather and share student feedback on the Union's programme of nightlife events** with the VP Community, Union staff, and University staff where relevant
- Engage with and consult Union Part-Time Staff and nightlife event attendees 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 Community to **shape the delivery of nightlife events** at the Union
- With the VP Community, Union staff, and the Union's Communications team, **promote Union nightlife** to increase participation in nightlife events
- **Network with Union Part-Time Staff and nightlife events**

attendees, including attending key events such as Freshers' Week and supporting key Union campaigns

Being part of the Officer team:

- **Deputise for the VP Community** 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
Experience		
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 attending or supporting nightlife events at Surrey Students' Union e.g. as a member of Union Part-Time staff		X

Wellbeing Officer

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

This role represents students engaging with the Union's wellbeing initiatives, working with the VP Support to attract more students and promote positive wellbeing. This Officer gathers student feedback from across the Union's membership, in particular from Wellbeing Champions, and ensures this feedback is contributed to Union decision-making.

This role would particularly suit students with experience of supporting student wellbeing as a Wellbeing Champion interested in developing their skills in leadership, communication, and advocacy.

Responsibilities

Representing students:

- **Gather and share student feedback on student wellbeing at University** with the VP Support, Union staff, and University staff where relevant
- Engage with and consult Wellbeing Champions 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 Support to **shape the delivery of wellbeing initiatives and campaigns** at the Union
- With the VP Support, Union staff, and the Union's Communications team, **promote Wellbeing Champions and wellbeing initiatives** to increase participation in wellbeing opportunities
- **Network with Wellbeing Champions**, including attending key events and training and supporting key Union campaigns

Being part of the Officer team:

- **Deputise for the VP Support** 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
Experience		
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 promote positive wellbeing at Surrey Students' Union, e.g. as a Wellbeing Champion		X

Peer Support Officer

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

This role represents students engaging with the Union's peer support schemes, working with the VP Support to attract volunteers and promote peer support opportunities. This Officer gathers student feedback from across the Union's membership, in particular from peer support service committees, and ensures this feedback is contributed to Union decision-making.

This role would particularly suit students with experience as a volunteer or Committee Member for a Union peer support service interested in developing their skills in leadership, communication, and advocacy.

Responsibilities

Representing students:

- **Gather and share student feedback on peer support at University** with the VP Support, Union staff, and University staff where relevant
- Engage with and consult peer support service committees and volunteers 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 Support to **shape the delivery of peer support** at the Union
- With the VP Support, Union staff, and the Union's Communications team, **promote peer support services** to increase participation in peer support opportunities
- **Network with peer support service committees and volunteers,**

including attending key events and supporting key Union campaigns

Being part of the Officer team:

- **Deputise for the VP Support** 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
Experience		
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 provide peer support at Surrey Students' Union, e.g. as a Nightline, Welfare Watch, or Talk Together Committee Member or volunteer		X

Education Officer

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

This role represents students engaging as volunteers providing academic representation within the Union, working with the VP Voice to influence the academic experience at Surrey and promote the Course Rep scheme. This Officer gathers student feedback from across the Union's membership, in particular from Course Reps and Head Reps, and ensures this feedback is contributed to Union decision-making.

This role would particularly suit students with experience as a Course Rep or Head Rep interested in developing their skills in leadership, communication, and advocacy.

Responsibilities

Representing students:

- **Gather and share student feedback on the academic experience at University** with the VP Voice, Union staff, and University staff where relevant
- Engage with and consult Course Reps and Head Reps 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 Voice to **shape the delivery of academic representation** at the Union
- With the VP Voice, Union staff, and the Union's Communications team, **promote the Course Rep scheme** to increase participation in academic representation opportunities
- **Network with Course Rep and Head Reps**, including attending key

events like Course Rep training and supporting key Union campaigns

Being part of the Officer team:

- **Deputise for the VP Voice** 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
Experience		
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 provide academic representation at Surrey Students' Union, e.g. as a Course Rep, Head Rep, or PGR Rep		X

Equity and Inclusion Officer

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

This role represents students engaging with equality and inclusion opportunities within the Union, working with the VP Voice to promote equality of opportunity at Surrey. This Officer gathers student feedback from across the Union's membership, in particular from Student Equality Network Leaders and members, and ensures this feedback is contributed to Union decision-making.

This role would particularly suit students with experience as a Equality Network Leader or member interested in developing their skills in leadership, communication, and advocacy.

Responsibilities

Representing students:

- **Gather and share student feedback on equality of opportunity at University** with the VP Voice, Union staff, and University staff where relevant
- Engage with and consult Student Equality Network Leaders 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 Voice to **shape the delivery of equality and inclusion initiatives and campaigns** at the Union
- With the VP Voice, Union staff, and the Union's Communications team, **promote Student Equality Networks and inclusive campaigns** to increase participation in EDI activity
- **Network with Student Equality Network Leaders and members**,

including attending key events like Network socials and supporting key Union campaigns

Being part of the Officer team:

- **Deputise for the VP Voice** 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
Experience		
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 improve equality of opportunity at Surrey Students' Union, e.g. as a Student Equality Network Leader		X



About Surrey Students' Union

Surrey Students' Union is the representative body for all University of Surrey students. We are a charity that aims to improve the student experience through a range of services we offer through our five zones. Consistently rated in the top 10 students' unions in the UK, Surrey Students Union is an essential part of the life for all students at the University of Surrey.

Central Zone

The Central Zone is led by our President and Chief Executive Officer, it is the foundation on which all of our other zones sit on. It includes our finance, human resources, communications and front-of-house teams.

Activity Zone

The Activity Zone is led by our VP Activity and the Student Activities Manager. It supports all of our clubs and societies to operate, helps committee members through training and development and works with Surrey Sports Park on Team Surrey - our sport and physical activity programme.

Community Zone

The Community Zone is led by our VP Community and Head of Commercial Operations. It is tasked with creating opportunities for Surrey students to meet each other, make new friends and try new things. It operates Rubix, our nightclub, Manor Park Social, our bar, and our Surrey Volunteering.

Support Zone

The Support Zone is led by our VP Support and the Support Manager. It provides vital support services to students throughout their time at Surrey. It operates an all-year round advice service for all student issues. It also runs initiatives such as Nightline, Welfare Watch as well as various awareness campaigns.

Voice Zone

The Voice Zone is led by the VP Voice and the Student Voice Manager. It is the key link between student opinions and ideas and the key decision makers across the University. It runs the Course Reps and Head Reps as well as the Union Voice Forum and all Union elections. It also conducts research on student issues.

Our Vision

Making sure our students have the best Surrey life.

Our Mission

We want our students to have the best Surrey life by:

- Improving their education and student life by representing their student voice.
- Helping them enjoy their time through learning new skills and participating in our activities.
- Ensuring they feel a sense of belonging through our community initiatives and vibrant social life in our venues.
- By being by their side, no matter what, through our support initiatives, campaigns and services.

Our Strategic Themes

1. Your Education **2. Your Wellbeing** **3. Your Belonging**

4. Your Voice **5. Your Future** **6. Your Union**

Our Values

Dynamic, Approachable, Fun, Excellent and Ethical

*Click to view our
Strategic Plan in full -*



SurreyDecides

How to apply

Nominate yourself at: surreyunion.org/surreydecides

- Nominations are open: 2 - 11 February 2026
- Nominations close: 17:00 11 February
- Campaigning begins: 12:00 16 February
- Question Time: 23 and 24 February
- Voting open: 24 - 28 February
- Results announced: 20:00 28 February

Why should I run for election?

- Represent over 16,000 students and make change happen.
- Provide a voice for all students and advocate for what matters to them.
- Create your ideal Surrey experience by helping to influence important decisions at the Union and University.
- Run events and activities that help other students feel like they belong at Surrey.
- Develop transferable skills, helping you to achieve more in your studies and future career.

