

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