

Student Equality Network: 2024/2025

Student Equality Network: Communications Officer

Hours: 2 hours per week (Flexible)

Pay: £11.50 per hour*

Duration: 6 months (March 2025 - July 2025)

Application Deadline: 12:00 Friday 21 February 2025

Role Description:

We are looking for a proactive and creative Communications Officer to support with communications for the Student Equality Network. You will work closely with the Student Equality Network, subnetwork Leaders, and other stakeholders to engage students and raise awareness of key initiatives. This is an ideal position for those passionate about EDI and looking for valuable experience in communications, social media and marketing.

This is a temporary role in preparation for the Networks' full launch in September 2025, after which a new 1-year position will be advertised.

Responsibilities of Role:

- Support with the monthly Student Equality Network Meetings
- Coordinate digital and social media content, including website updates, social media posts, news story posts, event posts and email newsletters, to keep students informed
- Lead the creation and distribution of promotional materials to raise awareness of the Student Equality Network and its activity
- Support the delivery and promotion of the 'My Lived Experience' project, ensuring effective communication and outreach
- Act as a point of contact for communication-related inquiries and support Student Equality Network leaders in their communication needs
- Collaborate with the Student Equality Network, VP Voice, and Union staff to plan and organise events and activities that align with student interests and goals
- Promote the Networks to increase involvement, engagement and membership
- Work closely with the Network and other key stakeholders to ensure consistent messaging and effective communication.

Person Specification

	Essential	Desirable
Registered as a University of Surrey Student	X	
Commitment to devoting the necessary time and attention to the role	X	
Commitment to equality, diversity and inclusion, and removing barriers to equality of opportunity	X	
Ability to communicate effectively with a wide range of individuals and groups	X	

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Ability to work effectively as a member of the team	X	
Experience and/or interest in communications and content creation		X

Why apply:

- Gain valuable experience in addressing Equality, Diversity, and Inclusion (EDI) challenges within higher education
- Flexible hours that fit around your schedule
- Lead initiatives that promote inclusivity and advocate for student rights at the University of Surrey
- Develop key skills in written and verbal communication, organisation, and leadership
- Build connections and gain hands-on experience in a dynamic academic environment.

How to apply:

Please click [here](#) to apply for this position. The deadline to apply is 12:00 Friday 21 February 2025. Application outcomes will be sent by 12:00 Wednesday 26 February 2025.

For any questions or queries about this role, please contact Victoria Wiltshire, Student Voice Coordinator (Networks) at v.wiltshire@surrey.ac.uk

*** Pay is subject to increase in line with the national wage increase in 2025**