

Student Equality Network: 2024/2025

Student Equality Network: Secretary

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:

This is an exciting opportunity to support the Student Equality Networks and collaborate closely with the VP Voice, the Voice Zone, the Student Equality Network team, and Subnetwork Leaders to drive meaningful change. The Secretary's role is integral to the smooth running of the network, ensuring everyone is informed, meetings are productive, and records are properly maintained. This role is ideal for anyone looking for experience in project management, administration, or EDI activity.

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:

- Prepare meeting agendas and take minutes for these meetings
- Support with the Student Equality Network Teams channel
- 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 Student Equality Network to increase involvement, engagement and membership
- Coordinate and update the Network and Network Leaders about upcoming meetings
- Support Subnetworks with setting up meetings and booking spaces
- Support preparing updates, reports, and data as required for Union staff
- Support the Student Voice Coordinator with project evaluation and reporting, and provide updates on the Network's progress to the Network, students, Union, and University representatives as needed.

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	
Ability to work effectively as a member of the team	X	
Experience and/or interest in administration and project management		X

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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 student-led 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 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**