

SurreyDecides

Volunteer as 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,

Liam White

Union President 2024-25



What is a Part-time officer?

Each Zone is led by the respective Vice-President (VP), assisted by a committee of five part-time student officers. In addition to this we also have the role of Union Chairperson, which sits within the Central Zone.

All officers have the opportunity to participate in central Union projects and campaigns over the year. These include whole-Union projects such as Freshers Fair, Welcome Week and SurreyDecides, along with campaigns such as Black History Month and LGBT+ History Month.

All officers are asked where possible to support these key points in the Union calendar.

Core Duties

All part-time officers will attend their Zone's regular committee meetings during term-time. Attending Zone meetings involves contributing ideas and opinions, being consulted on Zone activities, and discussing manifesto progress to receive support from the relevant Sabbatical Officer and Zone staff.

All part-time officers are also expected to attend *Union Forum* which takes place twice per semester, led by the Union Chairperson. Attending *Union Forum* involves discussing student issues with the whole officer team, agreeing Union policy, and reporting on manifesto progress.

Part-time officers may also volunteer on average four hours per month during term-time to support relevant Zone campaigns through outreach, attending events, or meeting with relevant staff.

Person Specification

	Essential	Desirable
Experience		
Current student at the University of Surrey	X	
Will be a current student at the University of Surrey in September 2025	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

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:

Matt VP Community, **Liam** President, **Luana** VP Voice, **Sam** VP Support, **Ravi** VP Activity

Union Chairperson

Part-time | Voluntary Role

The Union Chair is the only full time student that is a trustee of the Union and a part time officer. This officer chairs the Union Forum and is the lead student representative – responsible for leading the conversation, holding elected officers to account and upholding the Union's byelaws and policies.

Student Trustee

The Union Chair is a member of the Union Board of Trustees that governs the organisation and votes on the strategic direction the organisation takes. This officer is a member of this board to ensure that the Union always places student interests at the heart of its strategic decision making process. **You must be 18+ on 14 July to undertake a Trustee role.**

Union Forum

This committee discusses Union policy and decides on the opinion of the Union on certain issues, and will also decide on the action the Union will take regarding these issues. The Union Chair ensures that there is a fair debate amongst members of the committee so that a fair decision can be made. This officer also raises awareness about the committee by advertising the meeting times and locations through appropriate channels, and ensures that students have the opportunity to submit topics for discussion and participate in the meetings.

The Union Chair will always set the agenda for the Union Forum and so by default will lead the conversation that Union officers have at the meeting. This officer has the responsibility of ensuring that the discussions had by elected officers is reflective of what students want and taking action on, or passing policy where necessary. The Union Chair has the casting vote if the committee is split on any particular policy. The Union Chair will also chair other additional committees throughout the year such as Democracy Committee.

Union Policy

The Union Chair has the responsibility of ensuring the Union is taking action to fulfil any policies passed at the Union Forum. This officer also ensures that all policies passed at Exec are on the Union website and communicated to students through appropriate channels so that students are aware of what's happening in their Union.

Byelaws

The byelaws are a set of rules which the Students' Union has to follow. The Chair is responsible for ensuring the Union is operating within its byelaws, and if necessary make any rulings based on the byelaws. Any decisions made by the Union Chair based on the byelaws are final and can only be overturned by the Board of Trustees.

Holding Officers to Account

The Union Chair will hold all officers to account during Union Forums but is mainly responsible for holding the President to account. This officer will ensure that the President is leading the organisation in a way that is right for the student body, and fulfilling the promises made in their manifesto to the student body.

Why you should do it

Overall, this part-time student role is an excellent choice for any student looking to take on a leadership role in their spare time. An interest in policy and democracy is an advantage, but knowledge is not essential – full training and support will be provided.

Voice Zone Committee

Part-Time | Voluntary Role

The Voice Zone is led by the VP Voice and assisted by a committee of five part-time student officers. All members of the Voice Zone work on student voice initiatives and campaign issues.

Voice Zone Committee

There are five part time officer roles within the Voice Zone, who work as a team on all responsibilities of the Zone. Members will work together on democratic activity within the Union, finding out what matters most to students, taking part in and facilitating student activism, and ensuring students are represented at a local and national level, and will work to enact their own manifestos. All Voice Zone Members attend Union Forum as voting members.

Voice Zone Projects

All part-time officers in the Voice Zone will have the opportunity to contribute their ideas and opinions and volunteer their time to make the main Voice Zone projects a success. The main Voice Zone projects that part-time officers may be involved in are:

- o Academic representation including Course Reps
- o Union elections and democracy
- o Student Equality Networks & student activism
- o Researching student opinion including Speak Week

Why you should do it

Students with a passion for raising the issues faced by students, facilitating student campaigning and student activism, promoting equality, diversity, and inclusion, and ensuring the quality of the education received at Surrey should consider standing for the Voice Zone.

Support Zone Committee

Part-Time | Voluntary

The Support Zone is led by the VP Support and is assisted by a committee of five part-time student officers. All members of the Support Zone work on support initiatives and campaign issues.

Support Zone Committee

There are five part time officer roles within the Support Zone, who work as a team on all responsibilities of the Zone. Members will work together on support outreach, awareness of support issues, promoting peer support, and working to ensure Surrey is somewhere that all students feel supported and free to be themselves, and will work to enact their own manifestos. All Support Zone Members attend Union Forum as voting members.

Support Zone Projects

All part-time officers in the Support Zone will have the opportunity to contribute their ideas and opinions and volunteer their time to make the main Support Zone projects a success. The main Support Zone projects that part-time officers may be involved in are:

- Peer-support services including Nightline
- Wellbeing & exam support campaigns
- Union Advice service promotion
- Consulting on University policies and regulations

Why you should do it

Students with a passion for student wellbeing, campaigning, and helping others should consider standing for the Support Zone.

Activity Zone Committee

Part-Time | Voluntary

The Activity Zone is led by the VP Activity and assisted by a committee of five part-time student officers. All members of the Activity Zone work to develop student activities, increase participation, promoting ways to connect with other students and to keep active, and provide extra-curricular development to all students.

Within the Activity Zone structure, the Team Surrey Chair and Societies Chair have additional distinct responsibilities. These two positions are elected separately to the other Activity Zone Committee members in stand-alone elections, so students interested in these roles will need to stand for these positions specifically, rather than for the general role of Zone Committee Member.

Team Surrey Chair

The Team Surrey Chair is a part-time officer, part of the Activity Zone Committee. As a member of the Activity Zone, the Team Surrey Chair represents and promotes the interests of Sports Club members in engaging with Team Surrey, and attends Union Forum as a voting member. Further responsibilities include chairing monthly Sports Standings, inviting clubs to attend, developing the agenda, and accepting any apologies. Finally, they sit on Transport Committee and the Team Surrey Executive Committee alongside the VP Activity, representing students' sporting needs at the highest level.

Surrey Societies Chair

The Surrey Societies Chair is a part-time officer, part of the Activity Zone Committee. As a member of the Activity Zone, the Societies Chair represents and promotes the interests of Union Society members, and attends Union Forum as a voting member. Further responsibilities include attending Transport Committee and chairing monthly Society Standings, inviting societies to attend, developing the agenda, and accepting any apologies.

Finally, they take a lead role in the development of societies by driving their success and working with VP Activity and VP Community to bring society leaders together through events and showcases.

Activity Zone Committee

There are three part time officer roles within the Activity Zone Committee, who work as a team on all responsibilities of the Activity Zone. Members of the Activity Zone will work together on the aims of the Zone, including being a key part of the Society Ratification process and will work to enact their own manifestos. The Activity Zone Members attend Union Forum as voting members.

Activity Zone Projects

All part-time officers in the Activity Zone will have the opportunity to contribute their ideas and opinions and volunteer their time to make the main Activity Zone projects a success. The main Activity Zone projects that part-time officers may be involved in are:

- o Sports Clubs & social sport
- o Societies & student medias
- o Club & Society events including Freshers' Fairs and Varsity
- o Employability campaigns & events

Why you should do it

Students with a passion for sports and/or societies, student development and employability should consider standing for one of the Activity Zone roles.

Community Zone Member

Part-Time, Voluntary Role

The Community Zone is led by the VP Community and is assisted by a committee of five part-time student officers. All members of the Community Zone work to develop community initiatives and campaign on key community issues.

Within the Community Zone structure, the RAG Chair has additional distinct responsibilities. This position is elected separately to the other Community Zone Committee members in a stand-alone election, so students interested in this role will need to stand for this position specifically, rather than for the general role of Zone Committee Member.

RAG Chair

The RAG (Raising and Giving) Chair is a part-time officer, part of the Community Zone Committee. As a member of the Community Zone, the RAG Chair is responsible for leading the Union's RAG activities and coordinating the fundraising of the Students' Union, giving students the opportunity to raise money and awareness for causes that matter to them.

The RAG Chair attends Union Forum as a voting member. RAG is a fun and vibrant way of learning skills in influencing people, and although enthusiasm for charitable fundraising is essential, knowledge of the Students' Union or RAG as an organisation is not necessary to be a successful RAG Chair – full training and support will be provided.

Community Zone Committee

There are four part time officer roles within the Community Zone Committee, who work as a team on all responsibilities of the Zone. Members will work together on community outreach, public relations, fundraising, entertainment and events, and volunteering, and will work to enact their own manifestos. The Community Zone Members attend Union Forum as a voting member.

Community Zone Projects

All part-time officers in the Community Zone will have the opportunity to contribute their ideas and opinions and volunteer their time to make the main Community Zone projects a success. The main Community Zone projects that part-time officers may be involved in are:

- Nightlife & entertainment including Rubix and End of Year Show
- Showcase events including One World Week
- Volunteering & community engagement
- Sustainability campaigns & the Community Hub

Why you should do it

Students with a passion for events, entertainment, building community relations, and volunteering should consider standing for the Community Zone.



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 Community Manager. 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.

Community 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: 3 - 12 February 2025
- **Nominations close: 17:00 12 February**
- Campaigning begins 12:00, 17 February
- Question Time: 24 and 25 February
- **Voting open 25 February - 1 March**
- Results Announced: 20:00, 1 March

