



Job Pack

# Sabbatical Officer Union President

*SurreyDecides*



*Your Surrey Life.*

# Union President's Introduction

*Dear Student,*

Thank you for considering the role of **Sabbatical Officer, Union President** 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 President** has overseen a number of positive changes on behalf of students, including:*

- Improving 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.
- Hosting our local MP, Zöe Franklin, to discuss issues of student funding and accommodation in Guildford.
- Chairing the Cost of Living working group to work through the Union's Cost of Living Manifesto to deliver actions which support students financially.
- Authoring the Union's student submission to the Office for Students as part of the national Teaching Excellence Framework to celebrate Surrey's excellence and also suggest improvements to the academic experience on behalf of all students.
- Improving our approach to student representation by authoring our annual Union Priorities, ensuring the most important issues for students are the main focus of our lobbying and partnership work with the University.

I'm proud to work for this organisation and I think you would be too. This job pack explains more about the Union, the role and the benefits. We hope you will be interested in joining us and being part of Surrey Students' Union.

[Find out more about the Union here](#) and find the [candidate FAQs here](#) if you want more information about being a candidate and running for election in **Surrey Decides**.

All the best,

**Liam White**

Union President 2024-25



## Union President

**Full-Time | Salary:** *from £22,657 per year*

The Union President is the lead representative of the Students' Union and as this is the lead officer position. This position is a combination of all four Zones and being the leader involves grasping important student issues, managing the Vice-Presidents, managing the Students' Union CEO, Chairing the Students' Union Board of Trustees and having a vision for the organisation.

The President is also a trustee of the University, making this officer a voting member of University Council. A Sabbatical position is a full-time employed role at the Union, and as a member of the staff team, Sabbatical Officers are expected to uphold the values and culture of the Students' Union. You must be 18+ at the time of coming into office on 14 July 2025.

### Leading the Union

As the leader of the Union, the President drives the agenda for what the Union focusses on during their time in office, and ensures that they are working to improve the student experience and student satisfaction of the Union. Leading the Union involves having a vision, and the President will work with full time members of staff to implement their vision for the year that they are in office. The President also leads the Sabbatical team and delegates to the relevant Vice-President where necessary, and ensures that the Union meets the needs of the student body.

### Lead Representative

Being the lead representative for the Union means that the President is a combination of all four Zones and is the lead spokesperson for the organisation to senior members of staff within the University, Local Council and Nationally. The President works with all the Vice-Presidents and full time members of staff to ensure they fully understand the issues that each Zone is tackling on behalf of students, and discuss those issues at all the senior meetings they attend, to better the student experience. The President will also be the officer to respond to the press if necessary.



## Being a Manager

This officer will manage the Vice-Presidents (VPs) and the Union's Chief Executive Officer (CEO). Managing the Vice-Presidents will involve regular one-to-one meetings to track their progress on their manifestos and ensure they are fulfilling their promises to the student body. The President will also need to be prepared to resolve any conflict within the team and with the help of full time staff, and ensure there is a strong overarching working relationship between all officers.

Managing the CEO will involve holding them to account to ensure they are fulfilling their roles and responsibilities to the Trustee Board. The relationship between the CEO and the President is the most important relationship within the organisation and the President will have to ensure this relationship is maintained.

## Students' Union Board of Trustees

The Board of Trustees is the governing committee for the Union looking at current strategy, future strategy and ensuring the Union has good practice and is operating within the law. The President is the Chair of the Board of Trustees and is responsible for ensuring all Officer Trustees are fully engaged, talking about relevant strategic issues, and setting the agenda for the meeting.

## University Council

As a voting member of University Council, the President will contribute to the strategic decisions that the University makes from the student perspective, and ensure that the student experience is embedded into the University Strategy.

## Working with the Union Chairperson

The Union Chairperson ensures 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. As the Chair of the Board of Trustees, the Union President ensures the Union Chairperson upholds their role.

## University Committee Roles

Each of the full time sabbatical officers sits on several University Committee meetings, making decisions at the highest level and having a real impact on the student experience. The President is a member of: University Council, University Finance Committee (attendee), University Senate, University Education Committee, Capital Planning Committee, Student Success Sub-committee, Surrey Sports Park Board, University and Student Union Committee, Student Experience Committee.

## Union Committee Roles

The Union President sits on a number of Union Committees including: Leadership, Board of Trustees (Chair) and Union Forum.

## University Panel Member

All full-time sabbaticals become University Panel Members, joining senior University staff to make decisions regarding the outcomes of students' academic appeals, complaints, disciplinary hearings, support to study and fitness to practice. Officers receive full training and support with this role.

## Union Campaigns

All Sabbatical Officers work together to deliver key Union projects and campaigns over the year to benefit students and to promote the representative work of the Union. These include projects such as *Moving-In Weekend*, *SurreyDecides*, and key campaigns such as *Black History Month* and *LGBT+ History Month*. As a Sabbatical Officer team, working together to support these key points in the Union calendar is an important part of this role, in addition to enacting their own manifestos.

## ***Interested in Running? Nominate Yourself...***

If you are interested in standing as an officer, visit [surreyunion.org/surreydecides](https://surreyunion.org/surreydecides)  
Nominations open from 3 - 12 February 2025

# Person Specification

	Essential	Desirable
Current student at the University of Surrey until at least the closure of nominations ( <i>12 February 2025</i> )	X	
Aged 18+ on the date this role commences ( <i>14 July 2025</i> )	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
Interest in developing positive relationships with other Officers, Union and University staff		X
Enthusiastic with an open-minded, flexible approach to work		X

## Benefits

### Benefits of working for Surrey Students' Union

- 8% employer pension contribution
- Unlimited leave entitlement
- Flexible and hybrid working welcomed
- Season ticket and bike purchase loans
- Free eye test and winter flu jab
- Discounted Surrey Sports Park membership



# How to apply

## SurreyDecides

**Nominate yourself** at: [surreyunion.org/surreydecides](https://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





# 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 Sabbatical Officers

Each year five students are elected by the student body to lead the Union, 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. All staff roles at the Union interact regularly with Sabbatical Officers and 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

## 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 -***





**SURREY  
STUDENTS'  
UNION**

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