



**Job Pack**

# Sabbatical Officer VP Community

*SurreyDecides*



SURREY  
STUDENTS'  
UNION

*Your Surrey Life.*

# Union President's Introduction

*Dear Student,*

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

- Opening the *Community Hub* with support from the University to offer low-cost items to students and encourage sustainability on campus.
- Relaunching and rebranded our *Rubix* club nights to meet student demand, and introducing safety measures to ensure our nightlife events are as safe, cost effective and fun as possible.
- Running *One World Week* to showcase the diversity of our student population and celebrate students' heritage.
- Opening our new venue, *Manor Park Social*, to offer a place to connect and socialise on Manor Park campus.
- Collaborating with the University to run *Sustainability Week* to encourage sustainable practices on campus.

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 Community Zone 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



## Vice-President Community

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

The Vice-President Community (VP Community) is the full-time lead officer for social activity & events that bring students together, and representing the views of students within the campus community and the local community. They are also the lead officer for sustainability projects within the Union. 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.

### Community Relations

The VP Community works to ensure that the positive contribution students bring to the Guildford community is properly promoted, striving to improve the perception of students. They attend regular meetings within the community to build up a rapport with local residents and work with the Union President to raise student issues with local council members and campaign for change if necessary.

### Entertainment

The VP Community is responsible for 'bringing students together', and ensuring student interests are taken into account when deciding on the entertainment provided by the Students' Union, including at Rubix. They also lead the planning of events for *Freshers' Week* and *End of Year Show*.

### Showcase Events

The VP Community leads major showcase events such as *One World Week*, and working closely with VP Activity on *Varsity*, *Colours Ball*, and *Union Ball*. They work to ensure these events reflect the student community, with as much student involvement as possible.

### Volunteering

The VP Community will work with full time Union staff and VP Activity on community and local volunteering, helping ensure that students are aware of the volunteering opportunities available to them.



## Campaigns

The VP Community works on cross-campus relevant campaigns to make sure all parts of the campus community feel welcome at Surrey, and that the University deals with any issues specific to any particular groups within the campus community e.g. International Students, Postgrads etc. The VP Community also works towards ensuring all parts of the campus community are as engaged as they can be with the Students' Union.

## 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 VP Community is a member of: one Faculty Education Committee, Executive Sustainability Steering Group, Accommodation Allocation Committee, Public Engagement Meeting, the Faith Forum, and University Students' Union Committee.

## 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 Committee Roles

The VP Community sits on a number of Union Committees including: Leadership, Board of Trustees, Community Zone and Union Forum.

## 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 (12 February 2025)	X	
Aged 18+ on the date this role commences (14 July 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
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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