



Job Pack

Sabbatical Officer VP Voice

SurreyDecides



SURREY
STUDENTS'
UNION

Your Surrey Life.

Union President's Introduction

Dear Student,

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

- o Gathering over 2000 change suggestions to date during our Speak Week campaigns.
- o Introducing Head Reps across the university to provide support to our 500 Course Reps and to represent Schools within the Voice Zone.
- o Engaging over 3500 voters during Surrey Decides 2024, with each student having their say on who represents them in leading the Students' Union.
- o Launching our new EDI-focused Student Equality Networks to connect students passionate about breaking down barriers to student success at Surrey.
- o Publishing our Cost of Living Manifesto, a document of over 40 suggested actions for the Union and University's partnership work to support students during the Cost of Living crisis.

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 Voice 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 Voice

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

The Vice-President Voice (VP Voice) is the full-time officer who takes responsibility for keeping democracy at the heart of the Students' Union, working on student surveys and feedback, supporting student-led change campaigns and ensuring that students are represented on a local and national scale/level. 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.

Elections

The VP Voice is responsible for all annual elections, ensuring students are aware of the Union's key democratic processes, working with the Union President to ensure that election events are promoted and accessible to all students, and encouraging students to take part to have their say. The VP Voice works on democratic projects throughout the year and ensures there is adequate student involvement in *Surrey Decides* where appropriate.

Course Reps

The VP Voice ensures each cohort has a properly elected, trained, and supported Course Representative (Course Rep). The VP Voice makes sure all students have the opportunities to become Course Reps, that their role is promoted effectively, and that they are integrated within the educational improvement activities of the University. The VP Voice is the chair of *Student Voice Forum*, a compulsory meeting for Course Reps.

Student Equality Networks

The Voice Zone runs a number of *Student Equality Networks* to bring together students passionate about improving equality of opportunity and celebrating diversity at Surrey. The VP Voice supports the work of the student-led networks and is responsible for ensuring that they are equipped to deliver engaging events and campaigns.

Surveys and Feedback

Throughout the year, the VP Voice will work with other officers and the University to help shape surveys and resulting action plans. Working with Course Reps and Zone officers, VP Voice also ensures that the outcomes of student feedback is communicated to students, and that there are appropriate other opportunities for feedback throughout the year such as *Student Voice Forum*.



Change Campaigns

The Voice Zone is the place where change campaigns start, driven by student opinion. The VP Voice ensures that campaigns for change are adequately resourced, prioritised and supported by the Voice Zone. These campaigns can relate to anything from progression and attainment of specific groups, to divestment from fossil fuels etc.

Liaising with Local and National Bodies

The VP Voice should remain aware of developments throughout the country affecting students in higher education. The VP Voice will lead on national consultations or parliamentary enquiries, maintaining a dialogue with other students' unions or trade unions. The Zone may also attend or send students to appropriate national conferences.

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 Voice is a member of: University Senate, University Education Committee, Student Success Subcommittee, Student Experience Subcommittee, University Research and Innovation Committee, Access and Participation Advisory Group, Race Equality Steering Group, University Students' Union Committee and Doctoral College Board.

Union Committee Roles

The VP Voice sits on a number of Union Committees including: Leadership, Board of Trustees, Governance Committee, Voice Zone 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 Officers have the opportunity to participate in key Union projects and campaigns over the year which benefit students and 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*. All officers are asked where possible to support these key points in the Union calendar, 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
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

- **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
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Union House,
Guildford
GU2 7XH
surreyunion.org