



Job Pack

# Sabbatical Officer VP Activity

*SurreyDecides*



SURREY  
STUDENTS'  
UNION

*Your Surrey Life.*

# Union President's Introduction

*Dear Student,*

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

- Ratifying new groups to increase the total number of societies and clubs from 159 to 183 to offer students a huge range of options and ways to get involved in student activity
- Updating our programme of extracurricular activity with a greater variety of fun and affordable day trips and belonging events like Ninja Warrior and Laser Tag and exciting collaborations with societies and clubs
- Running several Employability campaigns in collaboration with the University Careers team to help students boost their career prospects, including offering free professional headshots, LinkedIn profile reviews, networking opportunities, and interview technique workshops
- Awarding £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
- Organising for hundreds of students to attend and compete at Varsity last year at Royal Holloway, taking home another win, and seeing the biggest celebration in years back at Rubix afterwards

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 Activity 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 Activity

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

The Vice-President Activity (VP Activity) is the full-time officer who leads on encouraging students to get involved in something extra-curricular of their studies, for their personal growth and individual development. 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

### Team Surrey

This officer sits on the Surrey Sports Park Board alongside the Union President to contribute to the future strategy of sport at the University. The VP Activity also meets with the senior Surrey Sports Park management to ensure that the facility retains a focus on student sport. This VP works to solve any issues raised by Team Surrey clubs through the Team Surrey Chair and ensure there is adequate support from Union staff, for Sports Clubs.

### Society Activity

The VP Activity encourages students to take part in Society activity and work with the Societies Chair to support Societies in achieving their aims. The VP Activity also works to ensure that Societies understand which area of the Union can support them and work with other Union officers where necessary e.g. AGMs, Committee Training etc.

### Engagement

The VP Activity works to identify where there are barriers to students taking part in the activities they enjoy. They will also work to encourage students to take part in physical activity and society activity for their individual development and wellbeing. The Activity Zone will also work with the Support Zone on any wellbeing campaigns that have an activity engagement focus. This VP is also responsible for recognising the contribution made by students engaged in activities, at events such as Colours Ball and Union Ball.





## Employability

The VP Activity works alongside Team Surrey and Union staff to develop committee training for sports club and societies. This training is provided to help committees understand their roles within in their respective groups and to enhance their employability. The VP works closely with the University's Careers and Employability department to implement the Union's employability initiatives and provide opportunities for all students.

## 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 Activity is a member of: Health and Safety Consultative Committee, one Faculty Education and Teaching Committee, Team Surrey Executive Committee, Team Surrey Operation Group and the University Students' Union Committee.

## Union Committee Roles

The VP Activity sits on a number of Union Committees including: Transport Committee, Leadership, Board of Trustees, Activity 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 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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