



Job Pack

Sabbatical Officer VP Support

SurreyDecides



SURREY
STUDENTS'
UNION

Your Surrey Life.

Union President's Introduction

Dear Student,

Thank you for considering the role of **Sabbatical Officer, VP Support** 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 **Support Zone** 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 Delivering support to hundreds of Students through wellbeing events and exams advice during our Exam Support campaign
- o Working with the University to introduce brand new sensory spaces on campus
- o Collaborating with the Community Zone to introduce safety measures into our venues, including the Ask for Angela scheme
- o Successfully lobbied for the introduction of sexual violence liaison officers, and report and support, delivered in partnership with the University to make campus safer and offer expert support

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 Support 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 Support

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

The Vice-President Support (VP Support) is the officer who is responsible for Union support services, advocating for students to those who provide support services and ensuring that students are able to support those around them. 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.

Students Supporting Students

The VP Support is responsible for providing training and opportunities to ensure that students are able to support other students on campus. This includes, but is not limited to, supporting training for signatories and representatives of the Students' Union and overseeing the *Nightline*, *Talk Together*, *Wellbeing Champions* and *Welfare Watch* services.

Campaigns

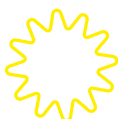
The VP Support will campaign on issues such as wellbeing throughout the student community, safety on and off campus, and will also support students who wish to campaign on a specific relevant topic.

Union Advice Services

The VP Support works with the Union's Advice Service to feedback themes and issues raised by students to the University. The VP Support ensures that the University's student-facing regulations on which students can get advice from the Union are fair and fit for purpose. The VP Support also ensures that students are aware of the Union's Advice and support services, and promotes external support available within the local community.

University Support Services

The VP Support advocates students views about the University provided support services – ensuring that these are accessible to students, productive and efficient, and that student feedback about these services results in real change, which students can see. These services include, but are not limited to, Centre for Wellbeing, and the Disability and Neurodiversity Service.



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 Support is a member of the following committees: University Education Committee, Wellbeing Strategy Group, University Students' Union Committee, Student Experience Sub Committee and Suicide Prevention Strategy Group LGBTQI+ Equality Group; Quality Enhancement and Standards Committee. They are also sit in a key advisory role for the Mental Health Charter strategy and Disability strategy.

Union Committee Roles

The VP Support sits on a number of Union Committees including: Leadership, Board of Trustees, Community 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
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 STUDENTS' UNION

Union House,
Guildford
GU2 7XH
surreyunion.org