



**TIME  
TO  
LEAD**

# **Postgraduate Education Officer**

Full-Time Officer





# About Us

The University of Bristol Students' Union is a membership organisation democratically led by students, for students. We represent over 30,000 student members and work to make sure that you get the best from time at university by providing over 300 clubs and societies, offering free support services and academic advice and representing students on the issues that matter to you.

Students drive and are at the heart of everything we do:

- We are the collective voice of University of Bristol students
- We support activities, so students can try new things and develop skills
- We advise, support and empower students to make change
- We are a vibrant social hub
- We provide quality services for the benefit of students

# Our Values

**It's not just what we do that matters, it's how we do it. We will reflect what is most important to our students:**



We are loud and proud about **equality, diversity and inclusion**. We are a Union for all students.



We want our students to thrive, so we support the **wellbeing** of our students through the services that we offer and the campaigns that we run.



We believe **community** matters; we create a sense of belonging across the student body through out student groups, networks, events and spaces.



**Sustainability** underpins all that we do; we want our Union, our University and our planet, to be here for the long term.



We believe opportunities for joy, humour and positivity are important, we want our students to have **fun** whilst at University.

# About the Role

Job Title	Postgraduate Education Officer
Working Hours	Normal working hours (9 am – 5 pm), with flexibility depending on events.
Salary	£29,179
Based At	The Richmond Building and Senate House, a hybrid working model.

What skills could I gain from a role like this?

Working as a team

Engage with local communities and issues that affect students

Communicating confidently

Critical thinking and problem solving

Ability to express your ideas

Researching and organising on issues

- Leads and empowers postgraduate academic elected representatives (Course, Faculty and PGR Reps, across research and taught)
- Ensures that postgraduates have access to good advice and information on matters relating to their academic welfare and their interests are represented within the University Student Services
- Works with the Undergraduate Education Officer to represent, empower and champion academic societies
- Works to ensure that all postgraduate students, with particular regard to under-represented or minority groups of Members, are represented on issues related to their academic experience at the University and their interests are addressed in the development of undergraduate educational policies
- Represents the interests of postgraduates to the University on matters of personal development and promoting the importance of co-curricular activity and skills development within a wider student experience
- You'll automatically become a trustee of Bristol SU. You can find more information about what a trustee is [here](#) (don't worry, we support you with this!)

**Successful Full Time Officers are supported by a wide range of professional staff teams across democracy and representation, student activities, events, digital & marketing, finance and research & insight, lettings and more. If you're elected, these staff will help you to deliver the change you want to see and support on student priorities for the year.**

# About You

What knowledge & experiences and skills & abilities would help me in a role like this?		Essential/Desirable (E/D)
1	Current student at the University of Bristol, either finishing your degree in 2026 or able to take a year out of your degree to work full-time	E
2	A determination to represent students' academic interests	E
3	Experience of having previously represented or led postgraduate students' groups and interests	D
4	A commitment to the values and behaviours of Bristol SU	E
5	An understanding of varied postgraduate student experiences at the University of Bristol	D



# What can you expect from the role?

- You will develop a deep knowledge of University initiatives and the intricacies of postgraduate research and taught experience, sitting across a multitude of meetings in the university about how education is delivered to postgraduates at Bristol
- Supporting campaigns around postgrad policy, feedback consistency and wellbeing
- Attend interactive conferences on behalf of students like relevant NUS Conferences and various higher education thinktanks panels
- Opportunities to influence nationally in Westminster and All Party Parliamentary Groups (APPGs) on students
- Represent student views in meetings with senior stakeholders such as the Vice Chancellor.
- Contribute to consultations and reports
- Deliver creative campaigns
- Represent students on national TV and radio, create blogs, host award shows and organise events

## What does a typical day look like?

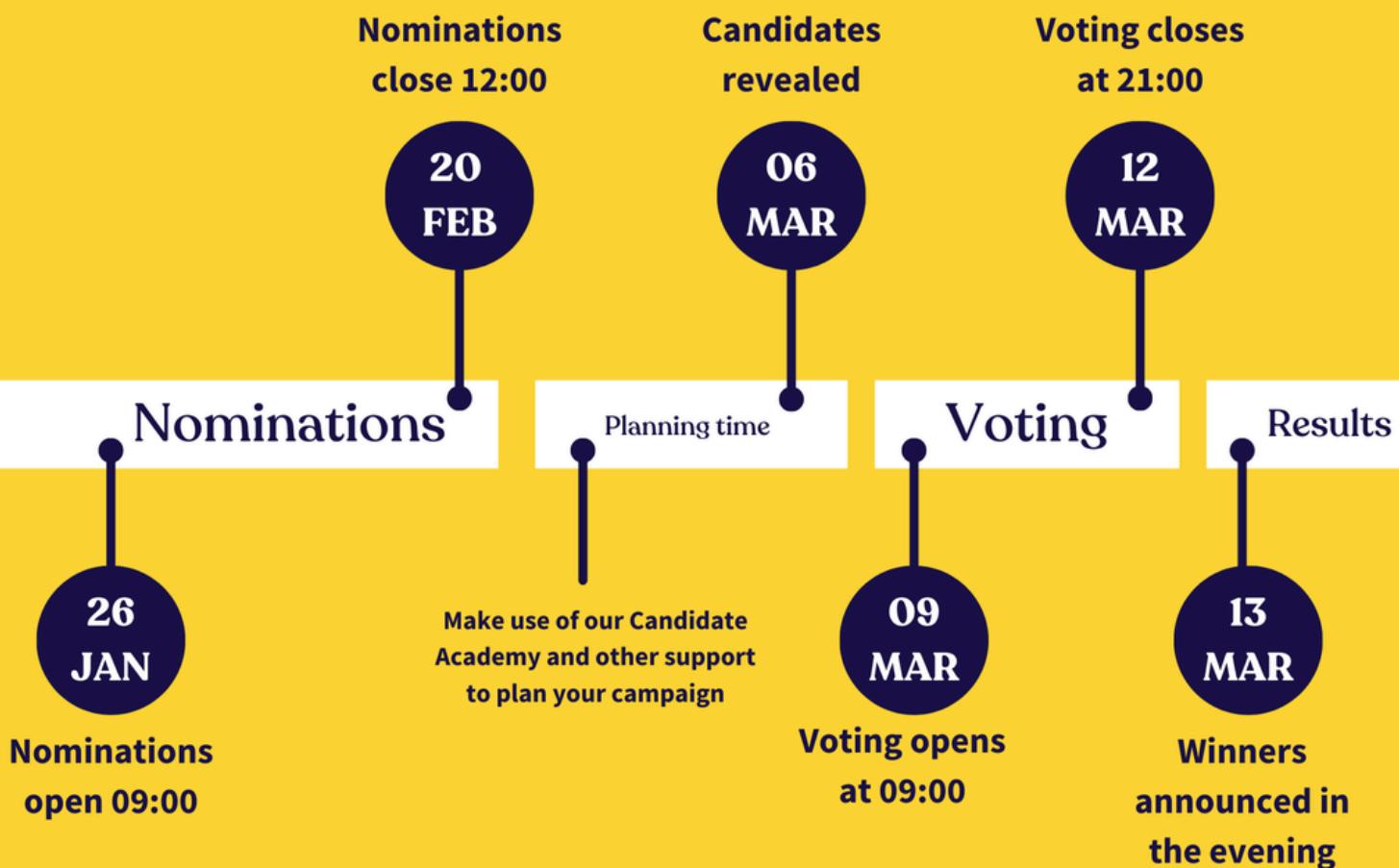


This can vary, you can go from representing students in conversation with the Vice Chancellor, delving into Postgrad Taught Experience Survey (PTES) and Postgrad Research Experience Survey (PRES) data, to speaking to academic reps at Rep Con. You can spend time in University Committees preparing reports and helping to represent students' academic interests, as well as running community building events for postgrads. Sometimes you may work with services in the University such as Study Skills, Bristol Institute of Learning and Teaching or the Library Services. You will also attend Trustee Board meetings of the Student Unions or various Democratic Events to give updates to students.



# What support do you get running in an SU election?

- Sign making workshop to make your campaign materials, with free access to paint and other materials
- Access to the [Candidate SharePoint](#) containing useful resources
- Candidate 1:1 calls to find out more information and answer any questions you may have
- Exclusive series of candidate academy sessions to support you with preparing your elections campaign
- Candidate Breakfasts – during voting week you'll get free breakfast in Senate House every day. This is also a chance for you to talk to other candidates as well as SU staff and a mentor (if you want!)
- Calm space during voting week
- Candidate Results Night with celebration refreshments
- Budget for specific candidate expenses
- An SU staff mentor to give you 1:1 support throughout voting week





# What time commitments are there?

To help you get your voice heard by the University and other students, you'll need to commit some time ahead of the election. This could be because you're training or campaigning to become a student leader, it's an exciting and rewarding period!

## Time commitments include:

- If you get the role, 6 weeks of Induction starting at the **end of June, including a residential**

For the election, you'll need to write a personal statement. This is your chance to tell students who you are, why you are standing for elections, what your plans are in the role and why you should get elected. It's time to show them why you're the best person for the job.

Please submit this personal statement by **12 pm, Friday 27 February 2026**.

## The Important Stuff

This year, we are running two Rules Briefings on **Weds 25 Feb 12.30-15.00** and **Tues 3 Mar 12.00-14.30** and we will ask **which one** you're attending once you've put in your nomination. It is a compulsory session and you won't be able to campaign if you miss it! As a Full-time Officer candidate, we will also take your professional headshot to be used in your campaign - we will let you know more details once you've nominated.

Voting week runs from **9 March 2025 to 12 March 2026** and this is also your time to campaign. We highly recommend you go out there, show your face, and chat with as many students as possible. As a Full Time Officer, you'll be giving student voices a platform, campaigning for student rights, and making positive changes to student life. Telling them what you hope to do will enhance your chances of winning!

We will be letting you know the results on **13 March 2026** in the SU Living Room. You're welcome to bring your friends/campaign team along with you and there will be SU staff to offer support should you need it.

# Candidate Academy



Want to know more? The elections team support candidates by running an Academy with lots of useful sessions, such as:

**What is a Full-time Officer?**

**Personal Statement Workshop**

**How to build a successful campaign**

You can see the whole programme by clicking [here](#) or scanning the QR code below!

