

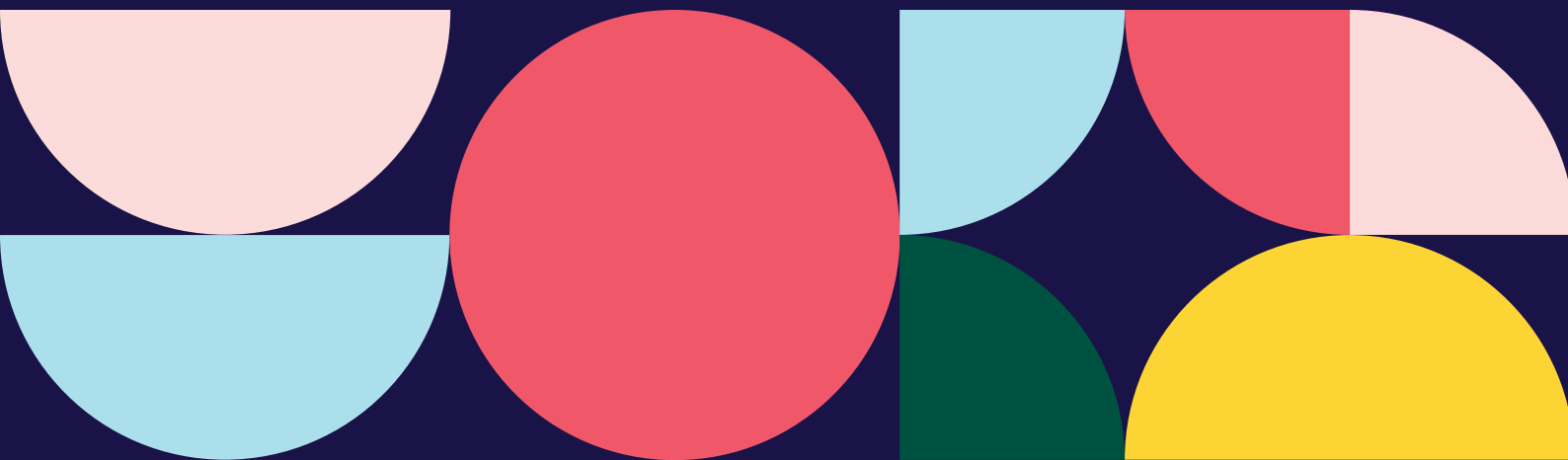
# We're Hiring!

Information for Applicants

Society Ambassadors



Bristol SU





# Welcome

We're looking for current students to join the Bristol SU for occasional work on a casual basis, and we're really excited that you're interested in coming to work at Bristol Students' Union, we'd love to hear from you!

Part business, part charity, part membership body – Bristol SU is a seriously fun place to work. Our professional staff do something extraordinary every day: we support student leaders to give people a voice in their education, help people get the most out of their student experience and make the change they want in the world. No wonder 93% of our employees would recommend us as a great place to work.

# About Us

The University of Bristol Students' Union is a membership organisation democratically led by students, for students. We represent over 26,000 student members and work to make sure that you get the best from time at university by providing over 400 clubs, societies and networks, offering free support services and academic advice and representing students on the issues that matter to you.

## **Our vision: The best student life**

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





# Working at Bristol SU

This is a great opportunity to build experience alongside your studies and develop your portfolio. Our Student Staff roles here at the SU are all flexible and shifts are allocated based on the needs of the organisation and your own availability to work, so will fit perfectly around your studies!

We are a Living Wage accredited organisation. We offer the flexibility for work-study balance. What's more, you will get 20 days of paid annual leave plus 8 bank holidays, pro-rata depending on your hours worked. Also, if you're eligible you can opt-in to our contributory pension scheme. Working at Bristol SU will give you access to a range of opportunities including the chance to shadow members of staff to learn more about what they do as well as training opportunities.

Bristol SU has been recognised through numerous accreditations and awards including Investors in People, Investors in Diversity, the Workplace Wellbeing Charter and more. No wonder 91% of our staff feel we have strong values and ethics!

## Diversity & Inclusion

**"Be yourself, be proud of the work you do and build a career in a place that knows that different is good."**

### Diversity and Inclusion at Bristol SU

Equality, diversity and inclusion are central to life at Bristol SU. We approach our work with positivity and celebrate our diverse and unique communities. Our people are proud of our values and care about creating diverse and supportive communities that are inclusive of age, disability, gender identity, race, religion, sexual orientation and experience.





Bristol SU strives to have an inclusive culture and an environment for all, underpinned by respect and compassion, where everyone feels welcomed, included, supported, valued and safe. We are committed to taking affirmative action to expand the diversity of our staff team by offering two guaranteed interview schemes. These are for people of colour and for disabled people.

## Guaranteed Interview Scheme for People of Colour

We recognise that candidates that are people of colour may face additional barriers throughout their careers and when applying for new roles across the sector. We are committed to taking positive action to expand the diversity of our staff team by offering a guaranteed interview scheme for people of colour.

It is important to note that this scheme guarantees an interview for people of colour who meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

It is important to note that there may be occasions where it is not practicable, or appropriate, to interview all candidates who have selected to be included within a guaranteed interview scheme who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, we may limit the overall numbers of interviews offered to all candidates - including those applying within our guaranteed interview schemes. In these circumstances we will select a minimum of two candidates from the scheme who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.



# Diversity & Inclusion

## Guaranteed Interview Scheme for Disabled People

Bristol SU is proud to be accredited as a Level 1 [Disability Confident Employer](#) making a commitment to the recruitment, development and retention of disabled staff. We recognise that disabled candidates may face additional barriers throughout their careers and when applying for new roles across the sector, and we are committed to taking positive action to expand the diversity of our staff team.

It is important to note that this scheme guarantees an interview for disabled people who meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

It is important to note that there may be occasions where it is not practicable, or appropriate, to interview all candidates who have selected to be included within a guaranteed interview scheme who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, we may limit the overall numbers of interviews offered to all candidates - including those applying within our guaranteed interview schemes. In these circumstances we will select a minimum of two candidates from the scheme who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

## Awards

We have appeared in the Inclusive Companies top 100 list, and have won a number of awards for our commitment to diversity, including best Students' Union. We also won a Third Sector Excellence Award at the 2018 Investors in People Awards.



# About the Role

## Society Ambassador – Role Profile

<b>Job Title</b>	Society Ambassador
<b>Working Hours</b>	Various (including evenings), roughly 25 hours estimated
<b>Salary</b>	£13.45 per hour
<b>Contract</b>	Zero-hours, Fixed Term until Summer 2027
<b>Reports to</b>	Reports to Development Team Manager

### Purpose of the Role

Society Ambassadors are student staff who support how Bristol SU engages with societies. The role focuses on bringing people together, identifying shared challenges, and helping shape practical solutions. Ambassadors work across categories of societies to strengthen communities and improve communication between societies and the SU.

In this role, you will lead Society Interest Forums within your category, working with Society Leaders to share ideas, identify common themes, and raise issues that matter to societies. You will then take these insights into regular one-to-one sessions with the Union Affairs Officer and Development Team, where you will help shape responses and influence improvements to SU services and processes. Across the year, this work contributes to You Said, We Did, where progress is reviewed, impact is shared, and future priorities are identified.

There are 10 roles available, with two ambassadors in each category: Academic; Campaigns, Causes & Identity; Culture & International; Arts & Performance; and Adventure, Media & Hobbies.

### Main Duties and Responsibilities

Society Ambassadors are responsible for bringing societies together and ensuring their collective voice is understood and acted on. This includes planning and facilitating Society Interest Forums, creating inclusive and productive spaces where committee members can connect, share experiences, and identify shared priorities. Ambassadors are expected to capture key themes and communicate these clearly, working collaboratively with other ambassadors and SU staff to turn feedback into practical improvements.

The role also involves maintaining regular engagement with the Union Affairs Officer and Development Team, contributing to discussions about SU processes, and helping test or shape new ideas that affect societies. Ambassadors should take a category-wide perspective, representing the needs of a broad group of societies rather than a single committee. They are also expected to contribute to end-of-year reflection through You Said, We Did, demonstrating impact and identifying areas for future development.

### Role Expectations & Time Commitment

Society Ambassadors are expected to commit to key activities across the academic year. These include:

- Attending training week of the 7th September (aligned with Pre-Welcome training)
- Attending one Welcome activity to meet societies and promote forums - either GIAG Takeover Day or Welcome Fair
- Planning and delivering Society Interest Forums in both Teaching Block 1 and Teaching Block 2
- Attending regular 1:1 sessions with the Union Affairs Officer and Development Team
- Contributing to You Said, We Did in April

Most activity is spread across the year and includes a small number of evening commitments for forums and meetings. The total time commitment is approximately 25 hours across the year. Applicants should ensure they are available to attend these key activities before applying. Availability will be confirmed as part of the recruitment process.



# About You

## Society Ambassador – Person Specification

**Key** E = Essential criteria  
A = Assessed in the application form

D = Desirable criteria  
I = Assessed at interview

	Priority	Assessed
<b>Knowledge &amp; Experience</b>		
Hold an elected committee position for an affiliated Bristol SU society for 26/27 academic year	E	A / I
Demonstrate an interest in building community and supporting collaboration between societies	E	A / I
Motivation to improve the experience of societies at Bristol SU	E	A / I
Demonstrate understanding of how societies operate at Bristol SU	E	A / I
Show awareness of common challenges faced by societies (e.g. membership, communication, events)	E	A / I
Have knowledge of SU processes (e.g. accreditation)	D	A / I
Demonstrate interest in improving the society experience	D	A / I
<b>Skills &amp; Abilities</b>		
Able to effectively chair and facilitate group discussions	E	A / I
Good listener, able to understand and reflect different perspectives	E	A / I
Able to identify common themes across multiple societies	E	A / I
Communicates ideas and feedback clearly and concisely	E	A / I
Approachable and able to build positive relationships	E	A / I
Proactive and willing to take initiative	D	A / I
Takes a constructive, solution-focused approach	D	A / I
<b>Values &amp; Behaviours</b>		
A demonstrable commitment to our organisation's values	E	I
A commitment to and understanding of equality, diversity and inclusion	E	I
Comfortable working in a democratic, student-led environment with the ability to empower and build effective relationships with elected officers	E	I

If you think you have what it takes to be our next Society Ambassador, but aren't sure you meet every point on the person specification, please still get in touch with the recruiting manager. We'd love to have a chat and see if you could help us to achieve great things for our SU and its members.



# How to Apply

## Application Timeline

- Closing Date: Monday 27 July 2026, 9am
- Shortlisting: w/c 3 August 2026
- First Stage Interviews: w/c 10 August 2026

To apply, please fill out the application form, accessible via the jobs page on our website.

You will need to provide an up-to-date copy of your CV, and answer the following questions via video submission:

1. What does a strong community between societies look like to you, and how would you build this within your category through Society Interest Forums?
2. In a forum setting, how would you make sure everyone has the opportunity to contribute?
3. What do you think the purpose of a Society Ambassador is, and how is it different from representing your own society?
4. After a Society Interest Forum where lots of different issues are raised, how would you decide what to focus on and make sure something changes?

Remember you don't have to have work experience to have the skills or knowledge to do a great job. We are interested in your potential, so encourage you to use examples from outside of work too when answering the questions.

We recommend that you prepare your answers in advance in a separate document where possible, to avoid losing your responses before you submit them in the portal.

Please do not use AI throughout the recruitment process. We want to hear from you in your own words. Please note that use of any software or tools to aid disabled people such as speech to text aids are welcomed.

## Please note:

- We will contact you to let you know the outcome of your application.
- You must be able to provide proof of your right to work in the UK - and you must provide this proof before starting work with us.
- Applications received after the above closing date will not be considered.

## Informal enquiries:

For an informal chat and to find out more about the role, please contact the recruiting manager:  
thom.cornall@bristol.ac.uk

### Impostor Syndrome

Impostor syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect women and people from marginalised backgrounds. If you recognise feelings of imposter syndrome during your job search, [you'll find some useful tips to help overcome it here.](#)



