

TIME TO LEAD

Undergraduate Education Officer

Full-Time Officer



Bristol SU



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, societies and networks, 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	Undergraduate Education Officer
Working Hours	Normal working hours (9 am – 5 pm), with flexibility depending on events
Salary	£27,825
Based At	Senate House, a hybrid working model

- Leads and empowers undergraduate academic elected representatives (Course, School and Faculty Reps)
- Ensures that undergraduates 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 Postgraduate Education Officer to represent, empower and champion academic societies
- Works with the other Elected Officers to ensure that all undergraduate 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
- Works with the Equality, Liberation and Access Officer and Student Community Organisers to a particular focus on underrepresented or minority groups of Members, are represented on issues related to their academic experience at the University
- Works with the Sport and Student Development Officer to represent the interests of undergraduates 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 2025 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 undergraduate 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?

- Attend interactive and thought-provoking conferences on behalf of students like relevant NUS Conferences and various higher education thinktanks panels
- This year, the Undergraduate Education Officer attended RGSU (Russell Group Students' Union) Residential to link up with students' unions from other Russell Group universities and talk about best practice.
- Attend or contribute to All Party Parliamentary Groups (APPGs), for example the APPG for Students launched an inquiry to consider the impact of cost-of-living pressures
- 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?

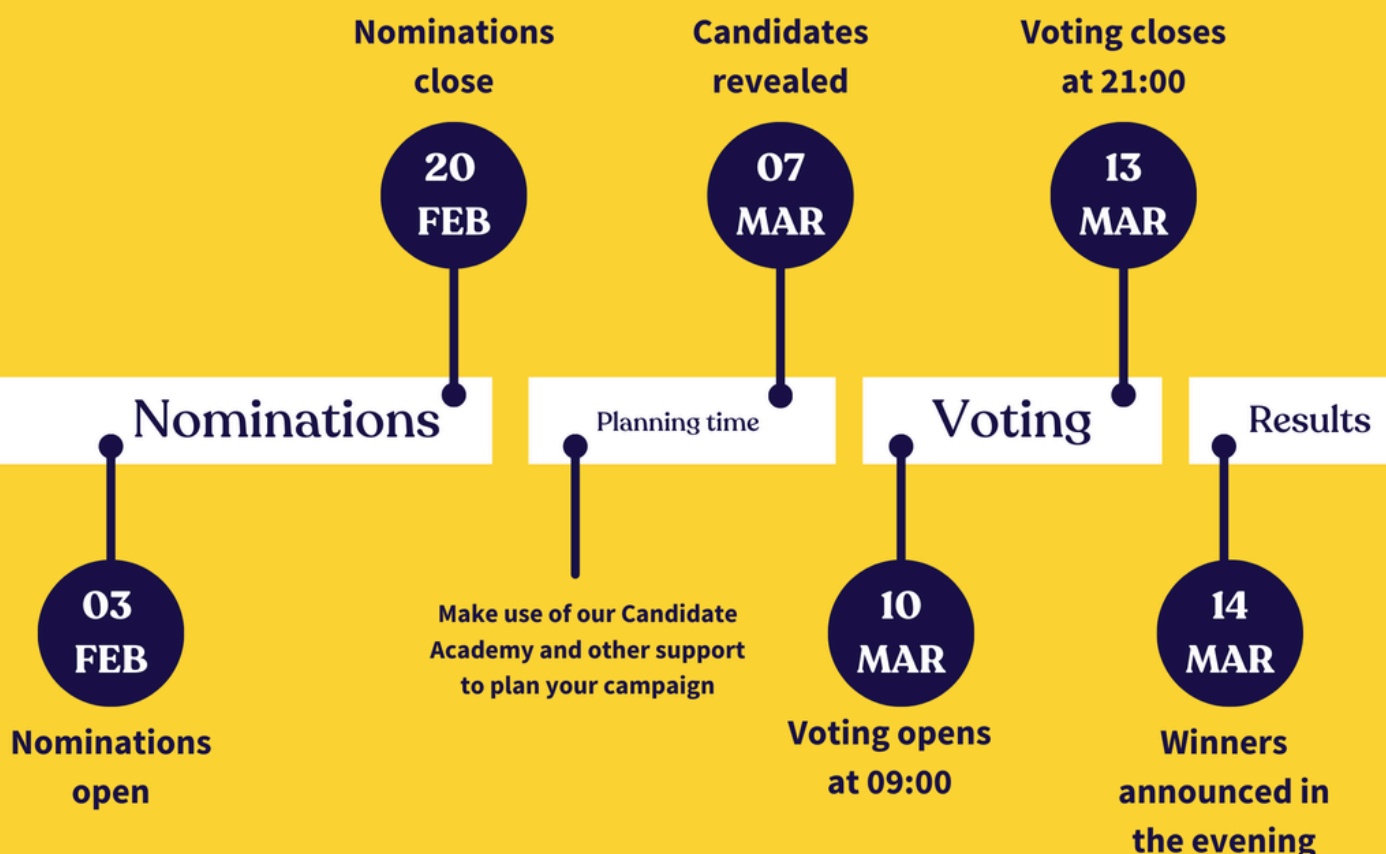


This can vary, you can go from representing students in conversation with the Vice Chancellor, to presenting at an academic conference about National Student Survey data, to speaking to academic reps at Rep Con. You can spend time in University Committees preparing reports and helping to represent students' academic interests, as well as running exam wellbeing initiatives around study spaces. 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?

- Candidate Campaign Kit (Including a banner, cardboard and various craft materials) and space to paint in the SU Office
- We reimburse your campaign spending up to £65
- Marketing support/guidance and an SU Staff mentor
- Candidate Academy sessions across the nomination period and ahead of voting week to support you with writing a personal statement and running a campaign for yourself
- Candidate Morning Briefings – during voting week you'll get a briefing about the voting stats in the SU Office every day. This is also a chance for you to talk to other candidates as well as SU staff. There will be hot drinks & snacks!
- Elections Celebration Evening





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 and summer. This could be because you're training or campaigning to become a student leader, it's an exciting and rewarding period!

Time commitments include:

- 6 weeks of Induction starting at the **end of June**
- 2 day residential at some point between **August and September**

Ahead of the election, you'll need to commit some time to rules training and organising your campaign. You'll also need to write a personal statement, just a small brief as to why you want the role when you nominate yourself and upload a picture. We will then give you until **Monday 3 March at 9am** to confirm your personal statement and picture and send us a **3 bullet point summary** of what you stand for, so make sure you utilise our academy sessions.

The Important Stuff

You'll need to attend our Rules Briefing on **Sunday 2 March at 11:00-14:00** on Level 5 of Senate House. This is a compulsory session and you won't be able to run in the election if you miss it and don't catch up. We will provide lunch and you will have a chance to have your headshot taken!

Voting week runs from **Mon 10 March at 9am until Thurs 13 March at 9pm** and this is also your time to campaign. We highly recommend going out and talking to as many students as possible to enhance your chances of winning.

We will be letting you know the results and celebrating all of our candidates' efforts on **Friday 14 March** in the SU Living Rooms. There will be nibbles and drinks and you're welcome to bring your friends/campaign team along with you. SU staff will be on hand to offer support should you need it.

Candidate Academy



We have loads of sessions to help you with running in an election. You can find them all here or through the QR code at the bottom of this page!

Intro to life as an Full-time Officer

How to Run a Good Campaign

**Personal Statement
Workshop**

and many more!

