

Student Officer

About volunteering with SUSU:

The Union's mission: **unlocking the potential and enriching the life of every student.** As a student-led organisation the hard work and dedication of our student volunteers is vital to our mission.

As a Student Officer, you will be responsible for representing a particular cohort of students. Your role will be to be a key point of contact between these students and the Union. This might mean seeking out their feedback on issues that might affect them, promoting relevant events or activities, or just being a visible point of contact for the students you represent.

You will have regular 1:1 meetings with your relevant Sabbatical Officer who will be able to support and advise you in the work that you want to do. We provide full training at the beginning of the year as well as advice and support as you continue in your role. You will gain a wealth of experience through your voluntary role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.

About volunteering with SUSU:

Here is a full list of the voluntary roles available in the Spring Elections and below you can find a detailed description of each role's responsibilities.

- Athletic Union Officer
 - Avenue Officer
 - Black, Asian, Minority Ethnic (BAME) Officer
 - Boldrewood Officer
 - Disabilities Officer
 - Enterprise Officer
 - Faculty Officer
 - Halls Officer
 - International Officer
 - Intra Mural Officer
 - Joint Honours Officer
 - Lesbian, Gay, Bisexual, Transgender+ (LGBT+) Officer
 - National Oceanographic Centre (NOCS) Officer
 - Performing Arts Officer
 - Sports Participation Officer
 - Sustainability Officer
 - University Hospital Southampton Officer
 - Wellbeing Officer
 - Women's Officer
 - Winchester School of Art (WSA) Officer
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Student Officer

Athletic Union Officer

The main purpose of your role:

- 1) Chair the Athletic Union Committee (AUC)
- 2) Represent the interests of SUSU's affiliated sports clubs
- 3) Promote a positive culture within sports at Southampton

The main responsibilities of your role:

Chair the Athletic Union Committee

- Ensure that regular meetings are held and that all committee members are on track with their projects and remits
- Play a leading role in assessing applications and allocating SUSU's sports grant budget to affiliated sports clubs
- Keep sports clubs informed on SUSU's overall sports strategy

Represent the interests of SUSU's affiliated sports clubs

- Work closely with the VP Sports to feedback any issues or concerns that arise within sports clubs
- Inform SUSU's sports strategy with reference to the ever changing dynamics and challenges of affiliated sports clubs
- Sit on any relevant committees within Sport and Wellbeing or Student Services

Promote a positive culture within sports at Southampton

- With the help of the Athletic Union Committee and the sabbatical officers, encourage affiliated sports clubs to uphold SUSU and Team Southampton values
- Support relevant campaigns to improve welfare within sports clubs, such as #ExpectRespect and Sexual Consent Awareness week
- Take the lead and challenge negative behaviour such as bullying, hazing, or initiations whenever it manifests in sports

Avenue Officer

The main purpose of your role:

- 1) To act as the lead representative for Avenue.
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Student Officer

- 2) To ensure that student views on their study environment are acted upon.
- 3) To encourage participation in site-specific initiatives aimed at enriching the student experience.

The main responsibilities of your role:

To act as the lead representative for Avenue

- To lead and provide the main point of contact for all students with queries or concerns relating to their time studying at Avenue.
- To obtain student feedback on a range of issues relating to the student experience at Avenue, passing any academic issues on to the relevant SUSU Academic Representative.
- To report on any changes and improvements to the student body, with an emphasis on those studying at Avenue.

To ensure that student views on their study environment are acted upon.

- To use a variety of means to collect views and opinions from students on both the Union and University offer at Avenue.
- To meet regularly with the staff members responsible for managing and running Avenue to discuss potential improvements to the student experience.
- To regularly review student feedback alongside the University and identify further areas for improvement.

To encourage participation in site-specific initiatives aimed at enriching the student experience.

- To meet regularly with other Avenue-based SUSU representatives (such as Academic Reps) to discuss plan and projects being worked on.
- To encourage participation in SUSU insight activities, both at an institutional and site-specific level.
- To encourage all students to participate in events at Avenue to foster a sense of community and belonging.

Black, Asian, Minority Ethnic (BAME) Officer

The main purpose of your role:

- 1) To act as the lead representative for BAME students
- 2) Work to promote the interests of BAME students

Student Officer

- 3) To collaborate and work with relevant student and community groups

The main responsibilities of your role:

To act as the lead representative for BAME students

- To identify any issues BAME students are experiencing by consulting the relevant student cohorts
- To feedback these issues to the relevant Sabbatical Officer, Union and University staff.
- Work with relevant Sabbatical Officers and staff to ensure that the needs of BAME students are reflected through the activities of the Union

Work to promote the interests of BAME students

- To work with the VP Welfare & Communities on planning and promoting cultural and awareness events, such as Black History Month
- To be the key point of contact between the Union and the BAME student community
- To be the lead on other campaigns that are topical and relevant to the BAME student community

To collaborate and work with relevant student and community groups

- To work alongside societies which represent students of BAME backgrounds to promote and support their activities
 - Promote links with other similar groups and organisations, within the local community, regional area and nationally
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Boldrewood Officer

The main purpose of your role:

- 1) To act as the lead representative for Boldrewood.
- 2) To ensure that student views on their study environment are acted upon.
- 3) To encourage participation in site-specific initiatives aimed at enriching the student experience.

The main responsibilities of your role:

To act as the lead representative for Boldrewood

Student Officer

- To lead and provide the main point of contact for all students with queries or concerns relating to their time studying at Boldrewood.
- To obtain student feedback on a range of issues relating to the student experience at Boldrewood, passing any academic issues on to the relevant SUSU Academic Representative.
- To report on any changes and improvements to the student body, with an emphasis on those studying at Boldrewood.

To ensure that student views on their study environment are acted upon.

- To use a variety of means to collect views and opinions from students on both the Union and University offer at Boldrewood.
- To meet regularly with the staff members responsible for managing and running Boldrewood to discuss potential improvements to the student experience.
- To regularly review student feedback alongside the University and identify further areas for improvement.

To encourage participation in site-specific initiatives aimed at enriching the student experience.

- To meet regularly with other Boldrewood-based SUSU representatives (such as Academic Reps) to discuss plan and projects being worked on.
 - To encourage participation in SUSU insight activities, both at an institutional and site-specific level.
 - To encourage all students to participate in events at Boldrewood to foster a sense of community and belonging.
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Disabilities Officer

The main purpose of your role:

- 1) To act as the lead representative for Disabled student's issues
- 2) Work to promote the interests of Disabled students
- 3) To collaborate and work with relevant student and community groups

The main responsibilities of your role:

To act as the lead representative for Disabled student's issues

- To identify any issues disabled students are experiencing by consulting the relevant student cohort
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Student Officer

- To feedback these issues to the relevant Sabbatical Officer, Union and University staff.
- Work with relevant Sabbatical Officers and staff to ensure that the needs of Disabled students are reflected through the activities of the Union

Work to promote the interests of Disabled students

- To work with the VP Welfare & Community on planning and promoting events such as Disability History Month
- To be the key point of contact between the Union and the Disabled student community
- To be the lead on other campaigns that are topical and relevant to the Disabled student community

To collaborate and work with relevant student and community groups

- To work alongside societies which represent Disabled students to promote and support their activities
 - Promote links with other similar groups and organisations, within the local community, regional area and nationally
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Enterprise Officer

The main purpose of your role:

- 1) To support and develop the enterprise activities of our students
- 2) To promote the benefits of Student Enterprise to the wider student population
- 3) Work with SUSU to provide opportunities and recognition of student entrepreneurs

The main responsibilities of your role:

To support and develop the enterprise activities of our students

- To take an active role within Global Entrepreneurship Week activities and campaign.
 - Advocating SUSU projects and initiatives involving the External Engagement Zone and beyond.
 - To positively work alongside student groups and societies to develop new initiatives and events across campus.
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Student Officer

To promote the benefits of Student Enterprise to the wider student population

- To promote established SUSU and University career based initiatives related to employability skills developed through student enterprise activities.
- To work alongside other External Engagement Zone student leaders on projects and initiatives around Student enterprise and other zone initiatives.
- Take a lead in the promotion and delivery of the SUSU Student Enterprise Fund.

Work with SUSU to provide opportunities and recognition of student entrepreneurs

- To work alongside SUSU to help develop reward systems and social support for the entrepreneurs.
 - Liaise between relevant societies/student groups and the Zone Committee/relevant Sabbatical Officer to provide feedback and improve the SUSU Enterprise offer.
 - Support in the continued building of relationships with the entire University Enterprise community.
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Faculty Officer

The main purpose of your role:

- 1) To act as the lead representative for your Faculty.
- 2) To facilitate a positive relationship between University and Student representatives.
- 3) To encourage participation in University-wide initiatives aimed at enriching the student experience.

The main responsibilities of your role:

To act as the lead representative for your Faculty

- To lead and provide the main point of contact for all the School and Department Presidents within your Faculty.
 - To obtain student feedback on a range of issues relating to academic experience and sit on the Education Zone committee.
 - To report on any changes and improvements to the student body and VP Education.
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Student Officer

To facilitate a positive relationship between University and Student representatives

- To sit on Faculty Education meetings.
- To meet regularly with the Associate Dean Education and other relevant staff members within your Faculty.
- To regularly review student feedback alongside the University and identify areas for improvement.

To encourage participation in University-wide initiatives aimed at enriching the student experience

- To meet regularly with other Academic Representatives to plan and share ideas.
 - To participate in University-wide consultation pieces as decided by the SUSU Education Zone and VP Education.
 - To encourage all students to participate in such events.
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Halls Officer

The main purpose of your role:

- 1) To represent the student voice across all University Halls
- 2) Work alongside SUSU and enrich the student experience in University Halls
- 3) To lead the Halls Committee Board and support all Halls Committees.

The main responsibilities of your role:

To represent the student voice across University Halls

- Seek out student feedback relating to their experience and ensure this is passed on to the relevant teams at SUSU and the University.
- Advocating SUSU projects and initiatives to halls of residence students.
- Attendance of relevant meetings, specific to the halls experience.

Work alongside SUSU and enrich the student experience in Halls.

- Encouraging feedback of ideas to halls committee members across sites in Southampton and Winchester to ensure a diverse range of events and activities take place.
 - To work alongside other student officers on projects and initiatives within halls of residence.
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Student Officer

- To support the implementation of the newly established Block Reps structure.

To lead the Halls Committee Board and support all Halls Committees.

- To establish an agenda for the Halls Committee Board with relevant Sabbatical officer.
 - To lead and facilitate the Halls Committee Board.
 - To work with SUSU to advise and represent students in halls with regards to the core halls offer.
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International Officer

The main purpose of your role:

- 1) To act as the lead representative for International students
- 2) Work to promote the interests of International students
- 3) To collaborate and work with relevant student and community groups

The main responsibilities of your role:

To act as the lead representative for International students

- To identify any issues International students are experiencing by consulting the relevant student cohorts
- To feedback these issues to the relevant Sabbatical Officer, Union and University staff.
- Work with relevant Sabbatical Officers and staff to ensure that the needs of International students are reflected through the activities of the Union

Work to promote the interests of International students

- To work with the VP Welfare & Communities on planning and promoting cultural and awareness events
- To be the key point of contact between the Union and the International student community
- To be the lead on other campaigns that are topical and relevant to the International student community

To collaborate and work with relevant student and community groups

- To work alongside societies which represent students of International backgrounds to promote and support their activities
 - Promote links with other similar groups and organisations, within the local community, regional area and nationally
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Intra Mural Officer

The main purpose of your role:

- 1) Chair the Intramural Committee (IMC)
- 2) Represent the interests of SUSU's intramural sports teams
- 3) Promote the benefits of intramural sport and increase participation

The main responsibilities of your role:

Chair the Intramural Committee

- Ensure that regular meetings are held and attended by sports reps
- Take the lead on any changes to intramural league rules, as well as helping resolve any disputes within the leagues
- Be the main point of contact for any pitch cancellations or last minute changes to schedules

Represent the interests of SUSU's intramural sports teams

- Work closely with the VP Sports to feedback any issues or concerns that arise within intramural sports leagues
- Work with SUSU staff to organise referee/umpire familiarisation courses for the intramural leagues when required
- Help co-ordinate any intramural teams that compete in Varsity

Promote the benefits of intramural sport and increase participation

- Promote the intramural fayre/bunfight at the start of term
 - Keep up communication between captains throughout the year
 - Devise projects, events, and strategies to drive recruitment and improve participation in intramural leagues throughout the year
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Joint Honours Officer

The main purpose of your role:

- 1) Represent Joint Honours students across the University
 - 2) Lobby the University for improvements to Joint Honours courses
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Student Officer

The main responsibilities of your role:

Represent Joint Honours students across the University

- To represent the views and issues of Joint-Honours Students in the Union and University, by working with VP Education, faculty staff members, and Academic Reps.
- To co-ordinate changes to Joint Honours representation with Academic Reps and VP Education
- Does not sit formally in the Academic Rep Structure or have responsibilities for changing or managing Course Reps, but would advise Academic Reps.

Lobby the University for improvements to Joint Honours courses

- To lead on JH representation through being involved with relevant Working Groups
 - Responsible for ensuring consistency in JH Representation between Faculties.
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Lesbian, Gay, Bisexual, Transgender+ (LGBT+) Officer

The main purpose of your role:

- 1) To act as the lead representative for LGBT+ issues
- 2) Work to promote the interests of LGBT+ students
- 3) To collaborate and work with relevant student and community groups

The main responsibilities of your role:

To act as the lead representative for LGBT+ issues

- To identify any issues LGBT+ students are experiencing by consulting the relevant student cohort
- To feedback these issues to the relevant Sabbatical Officer, Union and University staff.
- Work with relevant Sabbatical Officers and staff to ensure that the needs of LGBT+ students are reflected through the activities of the Union

Work to promote the interests of LGBT+ students

- To work with the VP Welfare & Community on planning and promoting cultural and awareness events, such as LGBT History Month
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Student Officer

- To be the key point of contact between the Union and the LGBT+ student community
- To be the lead on other campaigns that are topical and relevant to the LGBT+ student community

To collaborate and work with relevant student and community groups

- To work alongside societies which represent LGBT+ students to promote and support their activities
 - Promote links with other similar groups and organisations, within the local community, regional area and nationally
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National Oceanographic Centre (NOCS) Officer

The main purpose of your role:

- 1) To act as the lead representative for NOCS.
- 2) To ensure that student views on their study environment are acted upon.
- 3) To encourage participation in site-specific initiatives aimed at enriching the student experience.

The main responsibilities of your role:

To act as the lead representative for NOCS

- To lead and provide the main point of contact for all students with queries or concerns relating to their time studying at NOCS.
- To obtain student feedback on a range of issues relating to the student experience at NOCS, passing any academic issues on to the relevant SUSU Academic Representative.
- To report on any changes and improvements to the student body, with an emphasis on those studying at NOCS.

To ensure that student views on their study environment are acted upon.

- To use a variety of means to collect views and opinions from students on both the Union and University offer at NOCS.
 - To meet regularly with the staff members responsible for managing and running NOCS to discuss potential improvements to the student experience.
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Student Officer

- To regularly review student feedback alongside the University and identify further areas for improvement.

To encourage participation in site-specific initiatives aimed at enriching the student experience.

- To meet regularly with other NOCS-based SUSU representatives (such as Academic Reps) to discuss plan and projects being worked on.
 - To encourage participation in SUSU insight activities, both at an institutional and site-specific level.
 - To encourage all students to participate in events at NOCS to foster a sense of community and belonging.
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Performing Arts Officer

The main purpose of your role:

- 1) Representing Performing Arts Societies
- 2) Promoting the Arts and Creative Industries
- 3) Leading the direction of Performing Arts at the Union

The main responsibilities of your role:

Representing Performing Arts Societies

- To be the main point of contact between the VP activities and all Performing Arts Societies
- To represent Performing Arts Societies in grant and space allocation processes
- Promote the activities and performances of all Performing Arts Societies both on and off campus

Promoting the Arts and Creative Industries

- To promote wider arts and cultural opportunities on campus and in Southampton and Winchester
- To work with Arts at the University of Southampton to promote Arts and the Creative Industries to the wider student body
- To support campaigns such as Creative Industries careers

Leading the direction of Performing Arts at the Union

- To lead and support the team of representatives for music, dance, theatrical and technical societies
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Student Officer

- Chairs the Performing Arts Committee
 - Chairs the Performing Arts AGM
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Sports Participation Officer

The main purpose of your role:

- 1) Chair the Sports Participation Committee (SPC)
- 2) Drive participation by making sports as welcoming and as accessible as possible
- 3) Promote a positive culture within sports at Southampton

The main responsibilities of your role:

Chair the Sports Participation Committee

- Ensure regular meetings are held by the committee
- Lead the planning and delivery of campaigns and projects run by the Sports Participation Committee
- Allocate the Sports Participation Committee budget to campaigns and projects that further the aims of the committee

Drive participation by making sports as welcoming and as accessible as possible

- Consult with under-represented groups in sports to understand the barriers they face with participation
- Deliver meaningful campaigns to raise awareness of the barriers in sports and provide new opportunities for students to take part in sport
- Highlight any existing opportunities for students to take part in sport and promote the benefits of an active lifestyle

Promote a positive culture within sports at Southampton

- With the help of the Athletic Union Committee and the sabbatical officers, encourage affiliated sports clubs to uphold SUSU and Team Southampton values
 - Support relevant campaigns to improve welfare within sports clubs, such as #ExpectRespect and Sexual Consent Awareness week
 - Take the lead and challenge negative behaviour such as bullying, hazing, or initiations whenever it manifests in sports
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Sustainability Officer

The main purpose of your role:

- 1) Promote environmental sustainability to students
- 2) Lobby the University and Union to be more sustainable
- 3) Co-ordinate with relevant groups on campaigns and awareness

The main responsibilities of your role:

Promote environmental sustainability to students

- To seek out the views of students on sustainability issues
- To implement feedback from students about these issues
- Promote a more sustainable lifestyle to students

Lobby the University and Union to be more sustainable

- To work with the Union President to lobby the University to ensure that any building projects sustainable
- Work with other Student Officers and the Union President to ensure sustainable initiatives are being implemented at all University sites
- Work within the Union to ensure our services and activities are sustainably run

Co-ordinate with relevant groups on campaigns and awareness

- Co-ordinate awareness campaigns around environmental issues that directly affect students
 - To collaborate with relevant student societies on events and awareness raising
 - To communicate, where appropriate, with relevant local community groups
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University Hospital Southampton (UHS) Officer

The main purpose of your role:

- 1) To act as the lead representative for UHS.
 - 2) To ensure that student views on their study environment are acted upon.
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Student Officer

- 3) To encourage participation in site-specific initiatives aimed at enriching the student experience.

The main responsibilities of your role:

To act as the lead representative for UHS

- To lead and provide the main point of contact for all students with queries or concerns relating to their time studying at UHS.
- To obtain student feedback on a range of issues relating to the student experience at UHS, passing any academic issues on to the relevant SUSU Academic Representative.
- To report on any changes and improvements to the student body, with an emphasis on those studying at UHS.

To ensure that student views on their study environment are acted upon.

- To use a variety of means to collect views and opinions from students on both the Union and University offer at UHS.
- To meet regularly with the staff members responsible for managing and running UHS to discuss potential improvements to the student experience.
- To regularly review student feedback alongside the University and identify further areas for improvement.

To encourage participation in site-specific initiatives aimed at enriching the student experience.

- To meet regularly with other UHS-based SUSU representatives (such as Academic Reps) to discuss plan and projects being worked on.
 - To encourage participation in SUSU insight activities, both at an institutional and site-specific level.
 - To encourage all students to participate in events at UHS to foster a sense of community and belonging.
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Wellbeing Officer

The main purpose of your role:

- 1) Work to prioritise student mental health within the Union and University
 - 2) To promote a healthy lifestyle amongst students
 - 3) To support students with private housing issues
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Student Officer

The main responsibilities of your role:

Work to prioritise student mental health within the Union and University

- Promote and signpost the support services offered by the Union and University to all students
- To seek student feedback on mental health support and act on the feedback received, working with the VP Welfare & Community
- To lobby the University to prioritise student mental health

To promote a healthy lifestyle amongst students

- Raise awareness of maintaining a healthy lifestyle amongst students
- Be a key contact between relevant societies and the VP Welfare & Community
- Work with the VP Welfare & Community on awareness raising campaigns such as Expect Respect

To support students with private housing issues

- To work to appropriately inform and signpost students about housing options, including working on events such as The Housing Fayre
 - Ensure that there is relevant advisory information on housing, working with relevant Union staff and the VP Welfare & Community
 - Oversee SUSU Lettings 'Find a Housemate' page
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Women's Officer

The main purpose of your role:

- 1) To act as the lead representative for Women's issues
- 2) Work to promote the interests of Women students
- 3) To collaborate and work with relevant student and community groups

The main responsibilities of your role:

To act as the lead representative for Women's issues

- To identify any issues women students are experiencing by consulting the relevant student cohort
 - To feedback these issues to the relevant Sabbatical Officer, Union and University staff.
 - Work with relevant Sabbatical Officers and staff to ensure that the needs of Women students are reflected through the activities of the Union
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Student Officer

Work to promote the interests of Women students

- To work with the VP Welfare & Community on planning and promoting events such as International Women's Day
- To be the key point of contact between the Union and the Women student community
- To be the lead on other campaigns that are topical and relevant to the Women student community

To collaborate and work with relevant student and community groups

- To work alongside societies which represent Women students to promote and support their activities
 - Promote links with other similar groups and organisations, within the local community, regional area and nationally
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Winchester School of Art (WSA) Officer

The main purpose of your role:

- 4) To act as the lead representative for WSA.
- 5) To ensure that student views on their study environment are acted upon.
- 6) To encourage participation in site-specific initiatives aimed at enriching the student experience.

The main responsibilities of your role:

To act as the lead representative for WSA

- To lead and provide the main point of contact for all students with queries or concerns relating to their time studying at WSA.
- To obtain student feedback on a range of issues relating to the student experience at WSA, passing any academic issues on to the relevant SUSU Academic Representative.
- To report on any changes and improvements to the student body, with an emphasis on those studying at WSA.

To ensure that student views on their study environment are acted upon.

- To use a variety of means to collect views and opinions from students on both the Union and University offer at WSA.
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Student Officer

- To meet regularly with the staff members responsible for managing and running WSA to discuss potential improvements to the student experience.
- To regularly review student feedback alongside the University and identify further areas for improvement.

To encourage participation in site-specific initiatives aimed at enriching the student experience.

- To meet regularly with other WSA-based SUSU representatives (such as Academic Reps) to discuss plan and projects being worked on.
 - To encourage participation in SUSU insight activities, both at an institutional and site-specific level.
 - To encourage all students to participate in events at WSA to foster a sense of community and belonging.
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Where can you find guidance?

Elections Team:

Democracy Coordinator - Katie Campling, at katie@susu.org

Deputy Returning Officer, at returningofficer@susu.org

Main inbox monitored by the team, at elections@susu.org

Drop-ins:

We would strongly encourage you to come and speak to a member of the elections team before submitting your nomination. They can help you to understand more of the role, get an overview of the elections process and timeline as well as answering any questions you might have early on.

Drop-ins are taking place every **Tuesday and Thursday afternoon** between **13:00 and 17:00** throughout the Nominations Period.

You can find us in the **Representation Office**, which can be found upstairs in Building 40, Highfield Campus, next to the Advice Centre.
