

PART-TIME OFFICER ROLE PROFILE



HERTS SU

PART-TIME OFFICER

JOB DETAILS

Salary	£12.56+
Contract Type	5 - 10 hours each week September 2025 - May 2026
Line Manager	Senior Management Team

PURPOSE

The Part-Time Officers will be a key link between students in their School of Study, the SU and the uni. With the support of student leaders within your school, you'll help us get a better understanding of the academic experience of your peers, pushing for improvements where they're needed and helping students love life at Herts!

MAIN RESPONSIBILITIES

- You'll be a big voice in your School of Study, gathering feedback from students and raising it with both academic & professional staff members
- You'll work closely with other student leaders like Elected Officers, School Community Organisers and Student Reps, working together to collate and elevate student views
- Students in your school will want to raise their feedback and ideas with you directly, so you'll be expected to make yourself available to hear from them
- As an elected student leader, you'll be held accountable at things like Student Council and other forums, where you'll have to provide updates for the benefit of students
- You'll be involved in a number of SU & University committees, where you'll have to provide updates for the benefit of staff members
- You'll be an ambassador of the SU, encouraging students to engage with us and maximise the opportunities available to them
- You'll get to support us and the uni at big events, from Freshers Week through to the Students' Union Awards
- You'll be expected to report at our Board of Trustees

KEY CONTACTS

You'll come into contact with students and student leaders in your School of Study, staff at the Students' Union, staff around the University and external partners.

Please note this isn't an exhaustive description of the role. As part of your induction, you'll be trained on the ins and outs of the position, and you'll have our full support during your time in post.