



EDUCATION & EMPLOYABILITY OFFICER

2026-27 Role Profile



EDUCATION & EMPLOYABILITY OFFICER

You'll help lead your Students' Guild and represent all students studying at Exeter. You'll work alongside the Student Life & Communities Officer, to make sure student voices shape everything we do – and that the University listens.

This role covers everything to do with your academic experience – the things that help students feel they are getting value for money from their degree. This means leading on big issues like teaching, educational support, career opportunities and curriculums.

Position:	Officer Trustee
Contract:	Fixed Term, Starts 29 June 2026, Ends 9 July 2027
Working hours:	Full Time, 35 hours per week + 6 weeks annual leave & bank holidays
Pay:	£27,437 per year

What you'll be doing

Representing student voices:

- Speak up on issues that matter in meetings with the University, locally or even nationally.
- Make sure students are in the room or on the agenda when key decisions are being made.
- Take part in University committees, local discussions and national networks to make sure student experiences are heard.

Lobbying and action:

- Support students to lead campaigns on big issues – whether its curriculum for change, National Student Survey or anything in between.
- Help turn student concerns into action by organising and empowering others to make change happen.
- Stand alongside students as they lobby for better policies and support, both at Exeter and beyond.

Working with student reps and communities:

- Support Academic Reps, Faculty Officers, Department Officers, PGR Officers and students groups to make their voices count. Empower them to drive change within their subject, department or faculty.
- Work with the Guild and student leaders to shape new ideas or policies, challenge old processes and improve issues that enhance the academic experience.
- Act as a supportive role model for student reps and work collaboratively to strengthen representation across the Guild.

Building relationships to make change happen:

- Collaborate with senior staff at the University, local partners and national bodies like NUS and Russell Group Students' Unions, making sure students have influence at every level.

- Build strong partnerships with key University teams to influence how things are done – from Departments to Professional Services, the Library and the Career Zone.
- Work with internal Guild teams to create a better academic experience for every student.

Keeping students updated:

- Tell students what's happening, shout about successes and close the feedback loop so students know how their voices are driving change.
- Create content to promote your work – from videos, to blogs or photos with the support of our Communications Team.

Leading the Guild:

- Take on the role of trustee on the Students' Guild Trustee Board, working alongside external experts and student trustees to guide our strategy, budget, services and governance.
- Be a responsible trustee and proud ambassador championing our values and making sure we are student-led, transparent and accountable.

Skills you need

Changemaking	You're passionate about making things better and you know how to turn ideas, feedback or data into action.
Communication	You can talk to different people, explain things clearly and share what you're working on.
Collaboration	You're a team player who works well with others from students to staff and community partners.
Confidence	You're comfortable speaking up, representing others and sharing wins and updates.
People-focused mindset	You care about others, listen well and want to build strong inclusive student communities.
Organisation and Adaptability	You can prioritise tasks, stay on top of things and adapt when plans or priorities shift to stay focused on what matters.
Problem-solving	You take a proactive approach and look for ways to make things better.
Leadership	You're comfortable guiding a group, keeping things on track and helping others feel heard and involved.

Eligibility information

- You'll need to be a current University of Exeter student (undergrad or postgrad) at the time of applying.
- You can apply if you are in your final year of study, or take a year-long break during your studies.
- This is a full-time paid job (35 hours a week), so you must have the right to work full-time in the UK.
- The role includes being a trustee of the Guild – so you must be eligible to act as a charity trustee.
- If elected, your term in office will run across the **2026/27 academic year: 29 June 2026 to 9 July 2027.**

What to expect

No two weeks are ever the same. Here is a rough draft of what to expect.

Monday	<p>Start your week with a catch-up with your staff support lead, a regular space to check in, share ideas and get help turning your plans into action.</p> <p>You kick off the week at a University working group on assessment and feedback. You're there to make sure student voices are shaping how assessment policies evolve – from fairness to flexibility.</p>
Tuesday	<p>You host a check-in with student reps across departments and faculties. Together, you spot key issues students are raising, like inconsistent feedback and hidden course costs and plan how to take them forward.</p> <p>Later, you meet with the Library to talk about the rollout of AI resources.</p>
Wednesday	<p>It's paper-writing day. You're preparing a proposal for the University's Education Board, pushing for changes to academic mitigation and calling out unfair course costs that hit students the hardest.</p> <p>In the afternoon, you draft a social post promoting the recent work you have been doing on cost-of-living support.</p>
Thursday	<p>You sit on the Guild's Trustee Board session. You'll help make decisions about the Guild's direction, finances and long-term goals.</p> <p>You support a team of student reps at a curriculum transformation meeting, helping make sure students are genuinely involved, not just consulted, in shaping what and how we learn.</p>
Friday	<p>Pack your bag and finalise your prep for next week's RGSU (Russell Group Students' Unions) residential, where you'll meet with other student leaders from across the UK to swap ideas and shout about Exeter.</p> <p>You finish the week with a check-in with your fellow Officers. You're drafting your updates for the Guild Accountability Board and bouncing around creative ideas.</p>

Support you'll receive

Training and development:

We've got your back from day one - with a full package of training, development and coaching to help you thrive in the role and build skills for whatever comes next.

- Dedicated staff support: Your go-to person at the Guild, checking in regularly and helping you make an impact.
- Guild-wide team support: Day-to-day advice and collaboration from staff across the organisation.
- 1:1 leadership coaching: Expert coaching from external professionals to help you grow your confidence and career skills.
- Comprehensive handover: Two-week crossover with outgoing Officers, plus a summer training programme to get you up to speed.
- Ongoing opportunities: From extra training to national sector events, you'll keep learning and developing throughout the year.

Sitting on the Trustee Board:

You'll be a member of the Guild's Trustee Board, the group responsible for making sure the Guild is well-run, financially sustainable, and focused on delivering for students.

The Students' Guild is a registered charity, and like all charities, it's governed by a Trustee Board. Ours is made up of:

- Student Trustees – representatives from different study levels and demographics
- External Trustees – experts who bring expertise in areas like law and finance
- Elected Full-Time Officers, including this role

You'll help set the long-term vision for the Guild, ensuring it meets its legal and financial responsibilities, and that we deliver the charitable outcomes set out in our **Articles of Association**. Trustees are individually and collectively accountable for all activity within the Guild. It's a big role, but you'll be fully trained and supported throughout.

Co-Chairing the University Student Experience Partnership Board:

You'll co-chair the Student Experience Partnership Board alongside the **SU** President, working closely with senior University staff to make sure student voice leads decision-making around the wider student experience.

As co-chair, you'll help set the agenda, guide discussions, and ensure conversations stay focused on what matters most to students – from wellbeing and inclusion to teaching, belonging and life beyond the classroom. You'll play a key role in holding the University to account, championing partnership working, and making sure actions are followed through.

This Board helps deliver the **University's Student Experience Framework** – a shared commitment to building a supportive, inclusive and student-led experience at Exeter.