



Role Profile: Societies Officer

Role title:	Societies Officer
Working hours:	5 hours per week
Pay:	£15.07 per hour
Supported by:	Student Activities Team
Positions available:	2

As a Societies Officer, you will be a lead advocate and representative, championing the interests of nearly 300 student-led societies. This part-time representative role aims to ensure that society leaders have a powerful voice within the Guild, ensuring student groups have what they need to thrive. You will work with staff to identify the challenges facing society leaders, research best practice, and recommend changes needed to improve the experience for every society leader and member. You will facilitate open discussions and bridge the gap between student groups and the Guild, ensuring that societies are not only supported but empowered to shape their student experiences.

Duties and Responsibilities

What you'll be doing

Representing student voices:

- Speak up on issues that matter to your community, using insight to ensure the diversity of lived experience within your community is reflected, and ensuring all students feel represented by the Guild.
- Organise and facilitate meetings, forums and opportunities for students to share ideas and feedback, debate issues, and shape decisions that matter most to them.
- Attend and take part in key University meetings, local discussions and networks, as agreed with your staff support, to make sure student experiences are heard and to influence decision-making.

Lobbying and action:

- Lead change campaigns or take action to tackle the issues your community has identified and to improve the student experience.
- Help turn student concerns into action by organising and empowering others to make change happen.
- Attend regular training and briefings to stay looped in on key issues (like housing, mental health, or policy) so you can advocate for change effectively.





Working with students and communities:

- Work with the Guild, Full-Time Officers and other student leaders to shape new ideas or policies, challenge processes and improve issues that affect your communities.
- Attend weekly team meetings as part of the Guild Officer team, to check in and update on your work.
- Build strong partnerships with key university teams and local networks to influence how things are done.

Keeping students updated:

- Keep your community updated by telling students what's happening, shout about successes and close the feedback loop so students know how their voices are driving change.
- Work with our Communications Team to develop content to promote your work – from contributing to videos, writing blogs or providing photos.
- Produce a termly report outlining the work you've undertaken in your role and how you've represented students.

Leading the Guild:

- Be a proud ambassador, championing our values and making sure we are student-led, transparent and accountable.

Person Specification: Societies Officer

Skills / Experience you need

- Experience **representing or advocating** on behalf of others, or **empowering others** to drive change.
- An **understanding** of the everyday challenges and opportunities facing students within your community.
- Comfortable guiding a group, **facilitating conversations** with a diverse group of people, and helping others feel heard and involved.
- **Communication:** able to confidently talk to a diverse group of people, explain things clearly and share what you're working on.
- **Insight:** able to be curious, ask questions, spot issues and opportunities, and apply creative solutions to challenges.
- **Teamwork:** able to work collaboratively with others, working effectively as part of a team.
- **Time Management:** able to prioritise tasks, stay on top of things and adapt when plans for priorities shift to stay focused on what matters.
- A demonstrable **commitment** to our **values**.
- Shares a **genuine interest** for working in a democratic, student-led environment and championing student leadership.
- Demonstrates a strong commitment to **equality, diversity and inclusion**.

Eligibility Information

- You'll need to be a current University of Exeter student (undergrad or postgrad) at the time of applying and for the duration of the 2026/27 academic year.
- This role would be undertaken alongside your academic studies.
- You must have the right to work in the UK.
- If appointed, your term in office will run across the 2026/2027 academic year: from 1 September 2026 – 30 June 2027.

