

Role Profile: Department Officer

Role title:	Department Officer
Time required:	Average 2 hours per week in term-time (flexible)
Role type:	Volunteer
Supported by:	Academic Representation Team

The Department Officers are the student executive team and senior student leaders for their academic department, responsible for ensuring undergraduate and postgraduate taught students have the best student experience possible during their time at Exeter. You will be the principal representative team for your departments' students to the Guild and the University, and will work with members of staff and the Guild's Full-Time and Part-Time Officers, alongside the students in your department community, to promote solutions that will encourage positive change to the student experience.

What you'll be doing - Duties and Responsibilities

Empowerment and action

- Empower your academic community by working closely with staff and student leaders in your department to improve the student experience (including academic interests, accessibility to education, and opportunities for their continuous development and engagement).
- Promote opportunities for students to give their thanks, ideas and concerns to the Guild and University, and support a team of Academic Reps for your department who feel empowered to use those thanks, ideas and concerns to make positive change.
- Collaborate with University leaders and the Guild, including the Full-Time and Part-Time Officer teams, to make recommendations that will shape new ideas or policies, challenge processes, and improve the wider University of Exeter student experience.

Representing student voices

- Speak up on issues that matter to your community, using insights to ensure the diversity of lived experience within your community is reflected, and ensure students in every discipline and programme within the department are effectively represented by the Guild.
- Design, organise and facilitate activities which build belonging in the department community, and opportunities for students to share ideas and shape decisions that matter most to them.
- Attend key University meetings and networks to influence decision-making and represent the student experience needs of the undergraduate and postgraduate taught student community.

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.
- Compile and publish regular Student Experience updates to the students in your department, outlining the work you've undertaken in your role and how you've represented students.

What you'll receive - Training and Support

- Induction and onboarding to introduce you to the role and to the Guild.
- Additional skills training in communication, changemaking and teamwork.
- Insight into University academic processes, research design, and administration.
- Regular drop-ins and termly networking sessions to catch up with staff and reps.
- Briefings and workshops on key student representation insights throughout the year.
- Regular meetings with Guild Officers and the Student Voice team to facilitate collaboration.



Person Specification: Department Officer

What you'll need - Skills and Experience

- An understanding of the everyday challenges facing students within your community.
- **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.
- A demonstrable commitment to our **values**.
- A **genuine interest** for working in a democratic, student-led environment and championing student leadership.
- Demonstrates a strong commitment to **equity, diversity and inclusion**.

Skills you will develop

- Gain experience **advocating** on behalf of others, and **empowering** others to drive change.
- Gain experience guiding a group, **facilitating conversations** with a diverse group of people, and helping others feel heard and involved.
- Improve **communication** skills, being able to confidently talk to a diverse group of people, explain things clearly and share what you're working on.

Eligibility and Additional Information

- You must be a current University of Exeter student at the time of applying, and be registered as an undergraduate or postgraduate taught student in the relevant department for the duration of the 2026/27 academic year.
- This role will start officially on 1 September 2026 and finish on 30 June 2027, with some initial training and handover from March 2026.
- If you are interested in joining the Officer team but have any questions, please contact voice@exeterguild.com and our team will be able to discuss your options.

