

UNIVERSITY OF
GLOUCESTERSHIRE



Activities and Opportunities **Officer**

12 Month Fixed Term Contract

Job Pack

Thanks for your interest in this role at the University of Gloucestershire Students' Union. Take a look at the Job pack below to find out more about the role.

Important dates

Nominations Period – Thursday 29th Jan (10am) - Friday 6th March (12pm)

Mandatory Candidate Training - Wednesday 11th March

Campaigning Begins – Friday 13th March

Voting Begins – Monday 16th March (1pm - Oxstalls Only)

Voting - Each day 10am to 4pm on all campuses

Voting Closes – Friday 20th March (1pm)

Results Announced – Friday 20th March

Job details

Location: Across all UoG site in Cheltenham and Gloucester (Park, FCH, Oxstalls and City Campus)

Salary: £24,167.68

Contract: Full time, fixed term 1 year July 2026 - June 2027

25 days annual leave + 8 Public

Holidays and 3 University

Christmas Closure Days



What is an Officer?

Every year, 3 students are elected to work full-time to improve the lives of students at UoG. They are the voice of our students, play a key role in shaping education and services at the University, and lead the SU as an organisation to make sure it is doing everything it can for its members.

What would I be doing?

You will do a lot of new things as an officer, but your main responsibilities are:

- Be the lead representative for clubs and societies
- Lead on extra-curricular activities such as volunteering and employability
- Lead and mobilise committee members
- Be the lead representative for SU events
- Be a trustee of UoG SU

How do I apply?

The role is an election-based role therefore, you will be required to run in the election. This is where students at UoG all get a chance to vote for who they would like to see in the roles

Nominate yourself:

(Deadline for nominations is Friday 6th March), visit uogsu.com/nominate



Write a manifesto

(Deadline for manifestos is 12pm Wednesday 11th March)

A manifesto is a short document produced by each candidate to show students who you are, and what you aim to achieve in your year in office! The best manifestos are not too information heavy, and state clearly what you aim to do, and how you will achieve it.

It is often a good idea to choose some key areas (around 3) to focus on that you think need the most work. Consider what you have found difficult or frustrating about your time here. Now is your chance to change it!

Don't worry- Attend a manifesto elections workshop, check out our website to find out dates. If you have any questions about this you can email our Advocacy and Campaigns Manager, Laura Ballard at lballard1@glos.ac.uk

Attend Candidate training:

We have a mandatory full-day training session for candidates which you are required to attend in order to be eligible to attend. Check out our website for more info. The session will cover topics including:

- How to campaign
- Social media and digital promotion
- Design
- Hustings



On Wednesday 11th March, there is a compulsory briefing for all candidates before you can start campaigning. It goes through all the do's and don'ts of what you can and can't do in the week ahead!

Start Campaigning:

From 5pm Friday 13th March you can start campaigning! This is your chance to tell students why you are the best choice to represent them for your chosen role and to get them to vote for you! Students can start voting from 1pm, Monday 16th March.

Who can apply for the role?

In order to stand as a candidate in the SU Elections, you must be a current student at the University of Gloucestershire or on a UoG course at a partner institution. You must also have the right to work in the UK or be able to obtain a Visa before taking up post.

You must also be eligible to be a trustee of charity, you are disqualified from being a trustee if you ;

- Have unspent convictions for dishonesty or deception.
- Have previously removed as a trustee for misconduct.
- Are currently declared bankrupt.
- Are subject to a debt relief order.
- Have been disqualified from being a company director.



Glossary

Election – A formal process in which students vote to elect representatives for the Students' Union.

Candidate – An individual who is running for a position in the Students' Union election.

Campaign Team – A group of individuals who assist a candidate in promoting their campaign, distributing materials, and engaging with voters.

Nomination – The process by which students put themselves forward as candidates for election, often requiring a set number of signatures from fellow students.

Hustings – An event where candidates present their views, answer questions, and debate their policies before the election.

Manifesto – A document outlining a candidate's policies, promises, and goals if they are elected.

Students' Union (SU) – The official body representing students at the university, responsible for student welfare, events, and advocacy.

Slate - A group of candidates who agree to run and campaign together because they share similar ideas or goals.

