

POSTGRADUATE OFFICER (PART TIME)

Role Overview:

Part Time Officers are students who have been elected by the membership to work on a voluntary basis. The Postgraduate Officer works to represent and seek the views of postgraduate students at UWE Bristol. They campaign on issues that affect postgraduate students and work to support alongside student reps and other post-graduation groups at The Students' Union who represent the interests of postgraduate students.

KEY RESPONSIBILITIES

- To be a member of, and regularly engage with, The Students' Union Executive (8 times a year).
- To represent postgraduate students, their issues and opinions at The Students' Union Executive, in the wider Student's Union and to the University.
- To hold office/digital hours (normally one hour a week) - you can utilise the desk space in any of The Students' Union Offices on any campus or we can book you a space.
- To maintain your personal and official email account for The Students' Union, replying to emails and queries as and when they come in within a reasonable time.
- To actively promote yourself via social media and promote the work of The Students' Union to encourage students to engage and maximise the opportunities available to them.
- To encourage other students to be involved with the democratic processes of The Students' Union.
- To ensure Student Ideas are taken forward and actioned wherever possible.
- To support activities such as Open Days, Welcome events and other events run by The Students' Union.
- To uphold the core values of The Students' Union and be an ambassador for The Students' Union.
- To build a community of postgraduate students through running events or engaging with postgraduate students however else you deem appropriate.

WHAT YOU'LL GAIN FROM THE ROLE

- An in-depth knowledge of the workings of The Students' Union and University.
- Training and personal development opportunities tailored to the individual role.
- Gain experience of leading, developing and supporting campaigns for change.
- Bid into the campaigns budget to gain financial and resource support for your campaign ideas.
- Meetings and 1-2-1 support with The Students' Union staff.
- Practical real-life experience.
- Develop leadership skills and gain experience of leading an organisation.
- A reference for future employers.

ELIGIBILITY INFORMATION:

- You must be a registered student (undergraduate or postgraduate) of UWE Bristol in order to nominate yourself for this role.
- You must also be a registered postgraduate student in your term as a Part Time Officer.
- The term of the role for the academic year 2025/26 will begin July 2025 and end June 2026.

To find out more about this role email suelections@uwe.ac.uk or speak to the current PTO team.