



---

## ROLE INFO

<b>Role title:</b>	Vice President Southend
<b>Salary:</b>	£24,248
<b>Full/Part Time:</b>	Full-Time, one year contract
<b>Contract Term:</b>	Fixed term, July 1st 2025 to June 30th 2026
<b>Hours:</b>	35 hours per week
<b>Eligibility:</b>	Open to current University of Essex students and current Student Leaders who've run for one year or less, who are eligible to work in the UK at the start of employment.

## ABOUT US

The Students' Union at Essex is on a mission to become **the world's most student-centred organisation**.

It sounds bold, and it is. But we believe that every single one of our 13,000 members deserve nothing less. We're dedicated to help students have the best experience possible at the University of Essex.

And we're pretty good at it too. Students ranked us as 7<sup>th</sup> best Students' Union in the country in the annual Whatuni Student Choice Awards 2024, the 6<sup>th</sup> year in a row we've been voted in the top 10.

And we need more brilliant people who share our ambition, to join in and help us create the next, most exciting part of our journey.

## OUR VALUES

At Essex SU, we're not like other Students' Unions and we don't want to be. We're proud of our values (we call them our tattoos), which guide the way we work:

- **Powered by students** – everything we do comes from our members
- **Shoulder to shoulder** – 13,000+ students and staff, standing together
- **No bullshit** – we promise to tell it like it is, no spin and no red tape
- **Work hard, play hard** – because life's about both
- **Always challenge** – the Essex spirit is in our DNA and we'll fight to uphold it



---

## VP SOUTHEND

### Who you'll be:

- Passionate about continuing to develop and improve the student experience in Southend
- Ambitious, self-motivated, and adaptable.
- Empathetic and care about student issues.
- Open, inclusive, and non-judgemental.
- Diplomatic and approachable.
- A confident leader who inspires others and builds relationships.
- Detail-oriented, solutions-focused, and eager to drive change.
- Reading and responding to University papers and student feedback.

**LOVE THIS  
CAMPUS?  
LEAD THIS  
CAMPUS.**

### What you'll do:

- Represent the needs and interests of our members on the University of Essex's Southend Campus.
- Address welfare and student activity matters on campus, collaborating with other Officers and Departments.
- Ensure Southend members are represented in all Students' Union meetings and that their voices are heard at both the Students' Union and University levels.
- Lead on campaigns for/with Southend students.
- Represent the Students' Union on relevant university committees, including the Southend Steering Group.
- Represent the Students' Union on relevant local external bodies.
- Communicate Southend issues to other officers and ensure a collaborative approach to resolution.
- Work with all the Student Community Officers (from all relevant campuses) and relevant Students' Union staff to ensure that they are supported in their work and that the communities are represented to the University effectively.



- 
- Support all Student Community Officers to be an effective active part of relevant committees.
  - Scrutinise the effectiveness of the Students' Union's Southend commercial services.
  - Represent members' views on Southend's commercial services provided by the Students' Union and University.

**As an Essex SU Student Leader, you'll also:**

- Adhere to the Students' Union's governance, bylaws, policies, and accountability procedures.
- Represent the Students' Union on any relevant committees. Specifically, committees that will directly or indirectly impact our student communities and international students.
- Represent the voice of student communities and international students on all relevant committees.
- Monitor and implement SU policy while upholding the Students' Union's reputation.
- Fairly represent SU members' opinions and interests internally and externally.
- Encourage member participation, lead campaigns, and support initiatives based on student feedback.
- Attend relevant meetings, report activities, and represent the Students' Union on internal and external committees.
- Sit on Council and update annual plans
- Collaborate with staff to achieve goals set by the Trustee Board and Student Council.
- Fulfil duties as a Union trustee and work towards organisational objectives.
- Collect issues and concerns from the Student Community Officers and relay them to the appropriate individuals within the University and Students' Union to ensure that they are dealt with swiftly and effectively
- Ensure that there is regular, clear, and engaging communication with our members in relation to engagement and communities' activities and events.
- Agree targets and remit of the Students' Union annual plan with Students' Union staff.
- Inform and influence the process of feedback collection as part of the creation of the Annual Plan.
- Play an active part in the creation and delivery of central campaigns where relevant



- 
- Foster good working relationships with key individuals and departments within the university. Including but not limited to: Equality, Diversity and Inclusion Team, Inclusivity Champions, Staff Forums and Networks, Faith Centre
  - Have flexibility in working hours to ensure that events held in the evenings are fully attended and covered as required within the role.
  - Participate in Union wide projects such as events and campaigns throughout the year.
  - Prepare a comprehensive handover document for your successor.

**Better than a grad scheme. You'll:**

- Be elected by students, not interviewed, in our all-student election.
- Lead Essex SU with 4 teammates as part of the Student Leadership Team.
- Represent 13,000 Essex students and make sure their voices are heard.
- Work a one-year, full-time contract (July 1, 2025 – June 30, 2026).
- Gain valuable skills in leadership, communication, strategy, and public speaking.

**MAKE  
SHIT  
HAPPEN  
FOR  
ESSEX  
STUDENTS**



---

## THE PERKS

As well as the standard stuff you get for turning up to work, we have some great additional benefits for being a member of the Essex SU Team:

### Training

You'll receive extensive training and development, including internal and external sessions, team-building days, professional coaching, and public speaking training, to fully prepare you for representing students and excelling in your role.

### Student discount

As a member of the Essex SU Team, you'll get access to local and national student discounts with brands like Student Beans and UniDays.

### Flexible working

You'll be based in the Essex SU office at our Southend campus, with flexible working options to meet your needs and the team's availability.

### The social stuff

From staff social clubs and 4pm 'POETS' finishes - getting your work-life balance right is important to us.

### Work hard, play hard

Enjoy a Christmas-to-new-year shutdown (no holiday days required), a bonus day off for your birthday, and extra time off through our volunteering scheme.

### Company get togethers

Every Monday, we review the past week, discuss the upcoming one, and celebrate milestones, birthdays, and special occasions. We also host a Christmas party and SU Staff Awards in the summer to honour achievements.

### Volunteering time

Take 35 hours of volunteering leave per year, either during or outside of work hours. If taken outside work, you'll receive the time back at a later date.

### Equality & diversity

We are committed to equality and diversity, being the first SU in the country awarded the investors in people mark. We're also an accredited living wage foundation employer.