

Cardiff Met SU Student Officer – Position Descriptor.

Become a lead student representative for student communities at Cardiff Metropolitan University Students’ Union. This exciting opportunity allows you to shape the student experience, remove barriers to education and work closely with the SU President, Vice president and the School Rep team to make meaningful change.

As a SU Student Officer, you’ll contribute and lead on the SU’s work in ensuring our diverse student membership is represented and heard at different levels of the university. You’ll be able to lead campaigns and run events for your community group! The role will also receive ongoing support from the SU staff team as well as identified staff within the University.

This rewarding role offers significant personal and professional development, ideal for strengthening your CV and building leadership, communication, and organizational skills. It’s also a fun, dynamic way to get involved and create positive, visible change.

How to Apply

Submit a 300 to 500-word letter outlining key issues affecting your roles demographic and how you’d address them. i.e. If you are applying for the Postgraduate Taught Officer role, outline what you think the biggest issues for Postgraduate Taught students are, and how you would look to change these. Send your application, including your student number, course and year of study, too Representation@Cardiffmet.ac.uk.

Applications close on June 30th. Interviews begin the week of 28th July 2025. Mandatory in-person training takes place the week of 15th September 2025.

Please note, these roles can only be held by students who will be enrolled with Cardiff Metropolitan University for the full 25/26 Academic year and can only hold a role for which they self-identify with.

Role’s Available: <i>(You may only hold a position from the school in which your programme is in.)</i>	<ul style="list-style-type: none">• Postgraduate Taught Students’ Officer<ul style="list-style-type: none">- Represents students studying at the PGT level.• Postgraduate Research Students’ Officer<ul style="list-style-type: none">- Represents students studying at the PGR level.• Disabled and Neurodiverse Students’ Officer<ul style="list-style-type: none">- Represents our disabled and neurodiverse students.
Responsible To:	SU Forum

Reimbursement: <i>(Please note the successful candidate will not hold employee status with the Students' Union but will receive a monthly bursary upon attendance of the SU Forum)</i>	£100 monthly Bursary. <i>Student Officers are required to submit a satisfactory report to the Students' Unions Forum in order to receive their bursary.</i> <i>Please note during April, the SU Forum will pause – and as such bursaries will not be distributed for this month.</i>		
Post Commencement:	1 st September 2025	Post Expiration:	31st May 2026
Responsibilities:	<ul style="list-style-type: none"> • Act as the lead student representative for your roles demographic group. • To act as a voting member on the SU's Forum, contributing to discussion and voting on student submitted items. • To proactively seek feedback and input from your roles demographic group. • To support and contribute to the SU's equality and diversity work. • To support and contribute to identified university committees which oversee policy or work affecting your roles demographic group. • To act as an ambassador for the Students' Union, supporting large events and actively informing members of the SU's functions. • To act in accordance with the Students' Unions byelaws and governing documents. 		
Person Specification:	<ul style="list-style-type: none"> • Must be a student enrolled at the Cardiff Metropolitan University for the academic year 25/26 • You must identify with the characteristics that the role relates to representing. (I.e you must be a Welsh Speaker to hold the Welsh Language Role or identify within the LGBTQIA+ community to hold the LGBTQIA+ students' officer role.) • Someone who's excited to take on this role and make the most of the opportunities it offers. • A basic understanding of the Students' Union and how student voice works at Cardiff Met. • Great people skills – someone who can chat, listen, and communicate clearly. • A team player who's open-minded and ready to hear different views. • Someone who's happy to speak with fellow students to find out what matters to them. • Confident sharing other students' opinions and helping push for positive change. 		