Volunteer Role Description

|  |
| --- |
| The Student Representation System is a partnership between the University of Birmingham and the Guild of Students with the aim of ensuring every student is effectively represented by a fellow student. Representatives ensure the views and opinions of students regarding their academic interests are heard. The Rep System is founded on the belief that through effective representation they can become active partners in their education, taking ownership of their learning and enhancing their experience. |
|  |
| **Volunteer Role Title** |
| 1. Senior Student Representative (Senior Rep) |
|  |
| **Key Contact** |
| 1. Representation Coordinators who are staff members in the Guild’s Student Voice department. They can be contacted by emailing [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk). |
|  |
| **Purpose/Summary of the Role** |
| 1. Senior Reps take a lead on the collaborative work between Student/PGR Reps and University staff at a departmental/Staff Student Forum (SSF) level ensuring effective representation of the student voice and their cohort’s academic interests at this level. |
|  |
| **Description of Tasks** |
| 1. Senior Reps are expected to:  * Chair or co-chair their respective SSF ensuring: orderly conduct, fair and appropriate opportunities for contribution, suitable time allocation to items raised in the meeting and the approval of the SSF minutes, if appropriate * Gather the student voice of their cohort and present this in an appropriate and objective manner to the University and Guild * Provide constructive feedback to the University and work in partnership with relevant staff from the University and Guild, within and outside of formal meetings, to reach workable and mutually satisfactory solutions for your cohort * Feed information back, to your cohort, regarding responses/actions from the University and Guild relating to items discussed at meetings and matters raised by students * Support, promote and actively engage with projects that aim to gather the student voice and enhance the academic experience at Birmingham. These might include the Outstanding Teaching Awards and Speak Week * Work in partnership with the Guild Officer Team and the Guild on academic issues, campaigns and research |
|  |
| **Time Commitment** |
| 1. There are no specific time commitments of the role as Senior Reps are expected to balance their time between their roles and their studies. However Senior Reps are expected to attend Staff Student Forum (SSF) meetings, typically three per year, between Student/PGR Reps and Staff to discuss the student voice. |
|  |
| **Skills, Attitude and Experience** |
| 1. There are no essential skills needed to take up this role as training and support is available but it is recognised that the following attitude can assist in the role (not exhaustive list):  * Ability and willingness to use a range of communication methods * Calm, approachable and proactive character * Passion for representation and improving the experience of others   It is essential that you are a registered student at the University of Birmingham and are already a Student/PGR Rep. |
| * f |
| **Training and Support** |
| 1. Senior Reps are provided with extensive training and support from the Guild and University which includes:  * Basic online training outlining the roles and responsibilities of a Student/PGR Rep via Canvas * A local induction to the activity and involvement of Reps in your department * Training from the Guild about the Student Representation System and responsibilities of co-chairing a Forum * Access to ongoing skills events, such as masterclasses, to develop the skills needed to be effective in your role * Regular updates on activities relating to the system and your role * Access to information to stay-up-to-date with matters affecting your cohort, the University or wider Higher Education (HE) sector * Any other general or bespoke support, advice and guidance deemed necessary for your role |
|  |
| **Benefits of the Role** |
| 1. Senior Reps can benefit from a lot depending on how much they engage with their role. These benefits can include the:  * Development of new and existing skills, thus enhancing your CV and employability * Opportunity to make a difference to the academic experience of current and prospective students and/or postgraduate researchers at Birmingham * Personal development such as confidence, leadership and personal achievement * Feeling part of a University community gaining a better understanding of the academic environment of Higher Education |
|  |
| **Application Process** |
| 1. The application process to become a Senior Rep varies at a departmental and programme level and will be either:  * Election Process: Where you submit a nomination and if required a vote will take place amongst the Student/PGR Reps that are members of the relevant SSF the role would represent * Expression of interest   For all recruitment processes you will need to be a registered student at the University of Birmingham and meet any other requirements. These will be advertised with the position and are related to the cohort the position will represent e.g. must be on a particular programme. |
|  |
| **Relevant Policies or Procedures** |
| 1. There are a number of policies that relate to the role of Senior Rep. These include:  * Guild of Students Volunteer Policy * Code of Practice on the Student Representation System   All relevant policies and procedures will be listed in the Student Rep Handbook. |
| Please note by taking up a role you are agreeing to the terms and conditions of the role, including the sharing of relevant personal information between the University, Guild of Students and the Student Body. For more information please visit [www.guildofstudents.com/studentreps/rephub/](http://www.guildofstudents.com/studentreps/rephub/). |
|  |
| **Contact Information** |
| 1. More information about the Student Representation System and the volunteering roles associated with the system can be found by [clicking here](http://www.guildofstudents.com/studentreps/). The Guild Student Voice department will also be happy to help and are contactable via:  * Email: [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk) * Visit: Student Voice, Guild of Students Building (O1 Edgbaston Campus Map) |
|  |