

School Community Organiser Role Description

Time required for role:	On average, seven hours a week during the academic year of study, although training outside of term time may be required.
Location:	Primarily on campus.
Remuneration:	£1000 bursary, paid in two £500 instalments subject to successful appraisal.

Main purpose of role:

To work with the school and Students' Union to champion and promote a community of students within a school, including supporting student representatives and school officers, promoting extracurricular activities including course-related societies and promoting feedback opportunities such as the National Student Survey.

Works closely with:

Student Representatives, Hertfordshire Students' Union staff, Full-time Elected Officers, School Officers and University of Hertfordshire staff (particularly designated staff within your school).

Main duties and responsibilities:

1. At the start of the year agree an action plan, including agreed ways of working, in partnership with school Senior Managers, School Officer and Hertfordshire Students' Union for the forthcoming year.
2. Support the School Officer and Student Representatives within your school to ensure they are able to effectively represent students.
3. Support Students' Union activities, projects and initiatives such as Speak Week.
4. Support school-based activities, project and initiatives.
5. Promote and support course-related societies within your School.
6. Assist with the training of Student Reps in conjunction with Hertfordshire Students' Union.
7. Promote the completion of the National Student Survey, Module Feedback Questionnaires and other feedback mechanisms within your school.
8. Work with the Students' Union, School, School Officer and Student Reps to ensure that outcomes from Student Reps' work is communicated to students and Reps in a timely manner.
9. Undertake training and personal development opportunities as provided by the Students' Union and University of Hertfordshire.

Reports to:

Designated staff within school of study (ADLT or nominee) and designated Full-time Elected Officer, Hertfordshire Students' Union

Role specification

School Student Representative Organiser

Requirements	Essential (E) Desirable (D)
Excellent written and verbal communication skills	E
Ability to create and maintain strong working relationships with a wide range of people, including University staff and external stakeholders	E
Ability to overcome hurdles and problems in a constructive manner	E
Self-motivated and self-reliant	E
Punctual and well organised	E
A good team player; proactive, driven and enthusiastic	E
Flexible approach to the role, including evenings and weekends where required	E
Experience in delivering training	D
Experience in volunteering or representation	D
Experience in leading a team	D
Experience of attending committees and meetings	D
Experience of the Students' Union	D
Imaginative, creative and curious in approaches to engaging students and staff	D
A desire to encourage collaboration between students and staff	D