

## **Student Representative role description**

### **Main purpose of role:**

To represent students on your programme. To proactively seek the views of students work to fix any issues that have been raised, either through meetings or campaigning. To feed back to students on the outcomes and updates of any issues that have been raised.

Please note that this role is voluntary and student reps will receive incentives through Rep of the Month for dedicating their time to the role.

### **Works closely with:**

School Community Organisers (SCOs), Full time Elected Officers, Hertfordshire Students' Union staff and, University of Hertfordshire staff (particularly staff within your school).

### **Main duties and responsibilities:**

1. Publicise your role to the students on your programme, be easily contactable and recognised by students on your programme.
2. Proactively seek the views, questions and experiences of your fellow students.
3. Attend Programme Committee meetings, School Academic Committee meetings (if applicable) and other meetings where required to present the views, questions and experiences of your fellow students.
4. Work to resolve any issues that have been raised. This may be achieved through meetings with University staff, or through campaigning with the support of the Students' Union.
5. Provide quality feedback, updates and outcomes on issues that have been discussed at meetings or otherwise raised by students.
6. Maintain regular communication with your SCOs, update them on any work you are undertaking and discuss any challenges that you may be facing in your role.
7. Stay informed and up-to-date with issues affecting students, the University and the Higher Education sector in general.
8. Support and attend Students' Union activities, projects and initiatives such as Student Council and Student Leaders Development Programme.
9. Undertake training and personal development opportunities as provided by the Students' Union and University of Hertfordshire.

**Role specification**

**Student Representative**

<b>Requirements</b>	<b>Essential (E) Desirable (D)</b>
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 volunteering or representation	D
Experience in leading a team	D
Experience of attending committees and meetings	D
Experience of the Students' Union	D