



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

Role	Senior Rep
Department	Representation
Reports to	Vice Presidents Education and Welfare and the Representation Team
Locations	Most meetings will be held online on the campus on which your course is based, although occasionally you may be asked to travel to the other campuses.
Important dates	• Student Rep training • Senior Rep and PCM Co-Chair training • Programme Committee Meeting period x2
Opportunity	As a senior rep, you'll focus on student representation within your subject area, working with fellow reps to understand and raise key issues affecting the students you represent. You'll give regular feedback to College Officers, communicate frequently with student reps, and support committee meetings to aid student feedback. In addition to gathering and sharing feedback at Programme Committee Meetings (PCMs), you will also take on the role of Co-chair. This allows student reps to direct their feedback to a peer, creating a more open environment. As Co-chair, you'll help run the meetings, ensure everyone is heard, and keep discussions positive and productive. The subject areas are: Creative Arts, Technology and Engineering • Computing and Digital Technologies • Creative Arts • Architecture and Engineering • Media and Performance Health and Society • Allied Health • Social Care and Education • Nursing and Midwifery • Sport and Social Sciences Leadership and Innovation • Aviation and Hospitality • Business and Marketing • Law and Security We are looking for one senior rep per subject area, though the number recruited each year may depend on student numbers and the breadth of work to complete.

Responsibilities	Core Responsibilities: • Attend one induction training day • Co-chair 2 Programme Committee Meetings • Submit regular feedback on the academic experience in your subject area. Additional responsibilities: • Communicate regularly (both online and face-to-face) with the students in your subject area. • Other reasonable requests made by the Representation team Completion of all required responsibilities will reward you with £100, bringing your full reward (alongside your student rep duties) to up to £200.
Standards required	• The post holder will be a current student in the relevant College • The post holder will need to act in a polite, friendly, and helpful manner • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality • The post holder will be aware and respectful of equal opportunities and sensitive to diversity.
Person specification	• General knowledge of your college • Effective communication skills • Ability to work as part of a team • Basic Microsoft Excel and Word skills • Ability to work in a democratic student environment and adopt the values of BSU
Time commitment	Fixed: Approximately 10 hours of meetings per year Flexible: The time that you spend gathering feedback from student reps, preparing, and attending various meetings, and working on Programme Committee resources can be fit in around other commitments.
Skills gained	Participating in this opportunity will enable you to develop and practice the following skills: • written communication • teamwork • organisational skills • verbal communication • time management • delegation • decision making • IT • problem solving • leadership • cultural awareness • networking • creativity • project management • learn a new skill.

Benefits

- Reward of up to £100, on top of student rep payment
- Excellent career experience (e.g., committee experience, leadership, networking, time management)
- Scope to gain experience in people and project management
- Invite to attend Union Awards.

For more information, contact

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