

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Student rep

Department: Representation

Opportunity: As a student rep you will have the chance to represent the students in your class to academics within your department, providing a credible voice and bringing about change on a local level.

You will be the principle representative for any class related issues of your peers, gathering and reporting this feedback to those who lead your course and influencing the academic life of students at Bucks New University.

As a student rep you will also be invited to provide feedback through a number of other forums, meetings and events, with a wide range of topics.

You will also be expected to give regular feedback to your school officer and potentially join in campaigns that would affect you and/or your class.

Benefits:

- Excellent career experience (e.g. committee experience)
 - A reward of up to £100 depending on completion of key aspects of the role
 - The option to attend NUS training sessions which could lead to further opportunities within the Students' Union and the Representation department.
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Duties and responsibilities:

- Attend the required introductory rep training sessions
 - Attend two coffee sessions with your course leader or year lead
 - Attend two department 'Meet The Rep Team' meetings
 - Regularly give and gather feedback from students on your course
 - Attend meetings held by School Officers and the Representation team to give feedback
 - Present collective feedback to departmental staff in Programme Committee Meetings (PCMs)
 - Provide online feedback to the Students' Union
 - Attend Rep Conference
 - Complete the end of year rep survey
 - Keep up-to-date with monthly student rep e-newsletters
 - Meet Bronze requirements of the Rep Recognition Scheme.
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People who like this opportunity may also be interested in the following positions:

- School Officer
 - Union Council member
 - Sabbatical Officer (President / Vice President)
 - Student trustee
 - Programme Committee Meeting Co-Chair
 - Student Panel Member
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Training and support: All student reps will be given introductory training explaining the role and responsibilities of student rep and covering the basic skills required to undertake the role. Ongoing support is available throughout the year from the Students' Union's representation team. All reps have access to the Students' Union's Additional Skills Training Programme, improving both knowledge of how your union works and broader skills for career advancement.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input type="checkbox"/>
marketing	<input type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>
Other (as specified below):	<input type="checkbox"/>				
N/A					

Time commitment: Approximately eight hours per term.

Flexible: The time that you spend gathering feedback from your peers and completing the online feedback form can be fitted in around other commitments.

Fixed: Two PCMs per academic year (scheduled by your university department). One, four hour training session per academic year: separate sessions are held for new and returning reps.

Details:

- One, four hour training sessions per academic year
- Two coffee sessions per year
- Two 'Meet The Rep Team' sessions per year
- Time required to gather feedback from your cohort and submit online
- Two PCMs per year
- One online feedback form before and after each programme committee meeting
- Time required to give feedback to your cohort
- Time required to give feedback to and receive feedback from your School Officer or the Representation team
- One rep conference per year
- One end of year rep survey.

Qualification requirements: No prior experience required.

Method of appointment: This position is elected by all students on your course through an online election.

Venue: Most meetings will be held on the campus on which your course is based although occasionally you may be asked to travel to the other campus.

Responsible to: The students you represent on your course, your School Officer, the Student Engagement Coordinator, the Student Experience Manager and the Vice President Education and Welfare.

Operates alongside: Other students, other student reps, school officers, Vice President Education and Welfare and the representation team.

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