



Volunteer Role Description

The Student Representation System (SRS) is a partnership between the University of Birmingham and the Guild of Students with the aim of ensuring every student/postgraduate researcher is effectively represented by a fellow student/postgraduate researcher. The SRS founded on the belief that through effective representation they can become active partners in their education, thus taking ownership of their learning/research and enhancing their experience.

Volunteer Role Title

1. School Student Representative (School Rep)

Responsible to

2. School SRS Lead and/or Staff Liaison Contact (SLC) who are University staff members that support the Student Representation System (SRS) and Student Rep(s) at a local level within schools/departments.

Purpose/Summary of the Role

3. School Rep(s) take a lead on ensuring the student voice is listened to, and acted upon, at school/departmental academic meetings, working in partnership with staff and Student Reps to enhance the academic experience at the University of Birmingham.

Description of Tasks

4. School Rep(s) are expected to perform the tasks of a Student Rep;
 1. Gather the student voice of your cohort and present this in an appropriate and objective manner to the University of Birmingham and the Guild of Students.
 2. 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.
 3. Feedback, to your cohort, responses/actions from the University and/or Guild regarding items discussed at meetings and matters raised from the student voice.
 4. Support, promote and actively engage with initiatives/projects that aim to gather the student voice and enhance the academic experience at the University. These can include: the Outstanding Teaching Awards and Speak Week.
 5. Work in partnership with the Guild Officer Team and the Guild of Students on academic issues, campaigns and research.

In addition to the tasks of a Student Rep, School Rep(s) are expected to;

6. Attend relevant academic committees/meetings that discuss learning/research provision and quality to represent the student voice at these meetings
7. Work in partnership with Guild Officer Team to resolve and update information about the student voice through College Conferences and other mechanisms

Time Commitment

5. There are no specific time commitments of the role as School Rep(s) are expected to balance their time, between the role and the time required to complete their academic workload.

School Rep(s) are however, expected to attend relevant academic committee meetings that discuss education/research provision at a School/departmental level.

Skills and Qualifications

6. There are no essential skills needed to take up this role as training and skills events will be provided to develop your skills for you to be effective in your role. Personal qualities that assist in the approach to this role include;



1. Ability and willingness to use a range of communication methods
2. Calm, approachable and proactive character
3. Passion for representation and improving the experience of others

Training and Support

7. School Rep(s) are provided with extensive training and support from the Guild of Students and the University which includes;
 1. A local induction to the activity and involvement of School Rep(s) in your department
 2. Full training on the Student Representation System and all aspects of your role
 3. Access to ongoing skills events to develop the skills needed to be effective in your role
 4. Regular updates on activities relating to the system and your role
 5. Access to information to stay-up-to-date with matters affecting your cohort, the University or wider Higher Education (HE) sector
 6. Any other general or bespoke support, advice and guidance deemed necessary for your role

Reimbursement of Expenses

8. Any out of pockets expenses associated with the role will be reimbursed in accordance with the 'Student Representation System Volunteer Agreement'.

Benefits to the Role

9. School Rep(s) can benefit from a lot depending on how much they engage with their role. These benefits can include the;
 1. Development of new and existing skills, thus enhancing your CV and employability
 2. Opportunity to make a difference to the academic experience of current and prospective students and/or postgraduate researchers at Birmingham
 3. Personal development such as confidence, leadership and personal achievement
 4. Feeling part of a University community gaining a better understanding of the academic environment of Higher Education

Application Process

10. The recruitment of School Reps is conducted in accordance with the 'Code of Practice on the Student Representation System'.
11. A requirement to being a School Rep is that you are already a Student Rep. Positions may also have specific requirements that will be advertised with the position.
12. The process to become a School Rep varies at a departmental level and can include;
 1. The submission of a nominated and if required election from the cohort the position will represent (typical application process)
 2. Expression of interest in the volunteer role
13. The specific application process will be advertised with the position.

Contact Information

14. More information about the Student Representation System (SRS) and the volunteer roles associated with the system can be found at www.gildofstudents.com/studentreps/.

The Guild of Students Student Voice department will also be happy to help and are contactable via:

1. Email: studentreps@guild.bham.ac.uk
2. Visit: Student Voice, Guild of Students Building (O1 Edgbaston Campus Map)

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.gildofstudents.com/studentreps/t&c/.