



## Volunteer Role Description

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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. Senior Student Representative (Senior Rep)

### Responsible to

2. 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 departments.

### Purpose/Summary of the Role

3. Senior Rep(s) take a lead on the collaborative work between Student Reps and Staff at a departmental/Staff Student Committee (SSC) level ensuring the effective representation of the student voice at this level.

### Description of Tasks

4. Senior Student Representative(s) (Senior Rep(s)) are expected to perform the tasks of a Student Representative (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, Senior Rep(s) are expected to;

6. Chair or co-chair their respective Staff Student Committee (SSC) ensuring; orderly conduct, fair and appropriate opportunities for contribution and suitable time allocation to items raised in the meeting.
7. Work in partnership with the Staff Liaison Contact (SLC) to complete the 'Staff Student Committee (SSC) Annual Report'.

### Time Commitment

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

Senior Rep(s) are however, expected to attend Staff Student Committee (SSC) meetings, typically three per year, between Student Reps and Staff to discuss the student voice.

### 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. Senior 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 Senior 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 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. Senior 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 Senior Reps is conducted in accordance with the 'Code of Practice on the Student Representation System'.
11. A requirement to being a Senior 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 Senior 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.guildofstudents.com/studentreps/](http://www.guildofstudents.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](mailto: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.guildofstudents.com/studentreps/t&c/](http://www.guildofstudents.com/studentreps/t&c/).