



Volunteer Role Description

The Student Representation System (SRS) is a partnership between the University of Birmingham (UoB) and the Guild of Students (GoS) with the aim of ensuring every student/postgraduate researcher (cohort) is effectively represented by a fellow student/postgraduate researcher (representatives). Representatives ensure the views and opinions (Student Voice) of their cohort, regarding their academic interests are heard. The SRS is 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

- College Student Representative (College Rep)

Key Contact

- Representation Coordinators who are staff members in the Guild of Students Student Voice department. They support the SRS and can be contacted by emailing studentreps@guild.bham.ac.uk.

Purpose/Summary of the Role

- College Reps take a lead on ensuring that the student voice, and their academic interests, are listened to, and acted upon, at College/University-level academic meetings. They work in partnership with staff and Student Reps to enhance the academic experience within the entire College they represent at UoB.

Description of Tasks

- College Reps are expected to:
 - Attend relevant academic committees/meetings that discuss learning/research provision and quality to represent the student voice at these meetings.
 - Gather the student voice of their cohort and present this in an appropriate and objective manner to the UoB and GoS.
 - Provide constructive feedback to UoB and work in partnership with relevant staff from UoB and GoS, within and outside of formal meetings, to reach workable and mutually satisfactory solutions for your cohort.
 - Feed information back, to your cohort, regarding responses/actions from UoB and/or GoS relating to items discussed at meetings and matters raised from the student voice.
 - Support, promote and actively engage with initiatives/projects that aim to gather the student voice and enhance the academic experience at UoB. These can include: the Outstanding Teaching Awards and Speak Week.
 - Work in partnership with the Guild Officer Team and the GoS on academic issues, campaigns and research.

Time Commitment

- There are no specific time commitments of the role as College Reps are expected to balance their time between the role and the time required to complete their academic workload. However College Reps are expected to attend relevant academic meetings within their College and sometimes University. These vary per College and more information will be listed in the roles advertisement and induction. Please contact us for more information or questions.

Skills, Attitude and Experience

- There are no essential skills needed to take up this role as training and support is available, but it is recognised that the following attitude can assist in the role (not



exhaustive list):

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

It is essential that you are a registered student at UoB.

Training and Support

- College Reps are provided with extensive training and support from the GoS and UoB which includes:
 - Full training on the SRS and all aspects of your role
 - A local induction to the activity and involvement of College Reps in your College
 - Access to ongoing skills events to develop the skills needed to be effective in your role
 - Regular updates on activities relating to the system and your role
 - Access to information to stay up-to-date with matters affecting your cohort, UoB or wider Higher Education (HE) sector
 - Any other general or bespoke support, advice and guidance deemed necessary for your role

Benefits of the Role

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

Application Process

- The application process to become a College Rep is conducted through an Election process. Anyone interested is expected to submit a nomination and, if required, a vote will take place amongst students within the College that the role represents. This process is conducted online.

For all recruitment processes you will need to be a registered student at UoB and meet any other requirements. These will be advertised with the position and are related to the cohort the position will represent e.g. must be on a particular programme.

Relevant Policy's or Procedures

- There are a number of policies that relate to the role of College Reps. These include:
 - Guild of Students Volunteer Policy
 - Code of Practice on the Student Representation System

All relevant policies and procedures will be listed in the Student Rep Handbook.

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-terms/.

Contact Information

- More information about the SRS and the volunteering roles associated with the system can be found by [clicking here](#). The GoS Student Voice department will also be happy to help and are contactable via:
 - Email: studentreps@guild.bham.ac.uk
 - Visit: Student Voice, Guild of Students Building (O1 Edgbaston Campus Map)