

Course Representative Role Profile

Course Representatives (Course Reps) are academic representatives who lead student voice work for their Course. Every Course in the University has at least one rep, and there may be multiple depending on each courses' requirements: this may be having a rep per year group (for large cohorts), or having specific roles (such as one specific to Joint Honours students etc.). They are responsible for bringing student voice into Course discussions and decision-making, and communicating decisions and information back to students.

Course Reps are pivotal in connecting students to the School and to the Students' Union, ultimately driving positive change to the student experience. They receive continual support from staff in both School and SU staff, in addition to an extensive training and development programme provided by the Students' Union.

Core Responsibilities

Throughout the academic year, Course Reps will:

- Attend all Learning Community Forum meetings (LCFs) for your School, including pre-LCF meetings with your Education Rep where possible
- Coordinate with and feedback regularly to their Education Representative
- Disseminate information from the Education Rep, School staff and SU to Students
- Engage with and support your other Course Reps, enabling and empowering them to be effective in their roles
- Attend termly SU Faculty Forums
- Maintain regular contact with relevant School staff and SU staff

Additional Opportunities and benefits

Education Reps can engage in optional wider representative activities such as:

- Co-chairing LCFs, where there is a staff member who can share this responsibility
- Contributing to School working groups and boards
- Contributing to wider SU campaigns or projects
- Gain an understanding and insight into current Higher Education issues
- Help improve the student experience of current and future students

Time Commitment: approx. 1-2 hours per week (term time only)

- Please note: moderate flexibility, including some evening meetings, will be required

Skills and Experience:

	Essential	Desirable
Experience	N/A	School Council or similar previous role
Skills	Written and verbal communication, organisation, time management	Leadership, speaking publicly, negotiation, teamwork, problem-solving