

Programme Representative: Role Description

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

Role: Programme Representative

Department: Representation

Opportunity: As a programme Rep you are the main link between the staff and the students on your course. You will gather and represent the views of your fellow students to staff and work with staff and improve your course.

Benefits: Training and development, skills development, networking, and career experience.

Duties and Responsibilities:

- Represent students on your programme or course by collecting their feedback on both academic and non-academic issues.
- Report on good and bad issues affecting your cohort.
- Liaise with Programme Directors, Course Officers, Tutors and Administrators regularly.
- Attend and actively contribute to Committees and meetings, such as the Student-Staff Liaison Committee, Student Experience Committee and Programme Committees.
- Feedback the progress with issues raised, what decisions are being made and what you are doing in your role to the students you represent.
- Take part in academic campaigns with School Representative Officers.
- Promote University and National Surveys.
- To be a point of information for students on your programme.
- Regular communication with the Students' Union at Programme Rep Forums and relevant meetings.

Not your role:

- Taking on Students' welfare or academic issues
- To battle lecturers or staff
- Work on your own to resolve an issue instead of working with other programme reps and staff members

Training and Support: Programme Reps are trained at the start of their term or office, and are supported throughout the role, with a wide range of additional training sessions and opportunities for development.

Skills gained:

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| <input checked="" type="checkbox"/> Written Communication | <input checked="" type="checkbox"/> Citizenship | <input checked="" type="checkbox"/> Networking |
| <input checked="" type="checkbox"/> Teamwork | <input checked="" type="checkbox"/> Decision making | <input checked="" type="checkbox"/> Creativity |
| <input checked="" type="checkbox"/> Organisational skills | <input checked="" type="checkbox"/> IT skills | <input type="checkbox"/> Environmental awareness |
| <input checked="" type="checkbox"/> Verbal Communication | <input checked="" type="checkbox"/> Community awareness | <input checked="" type="checkbox"/> Project management |
| <input checked="" type="checkbox"/> Time management | <input checked="" type="checkbox"/> Problem solving | <input checked="" type="checkbox"/> Learn a new skill |
| <input type="checkbox"/> Marketing | <input checked="" type="checkbox"/> Leadership | <input type="checkbox"/> Other: Click here to enter text. |
| <input type="checkbox"/> Delegation | <input checked="" type="checkbox"/> Cultural awareness | |
| <input type="checkbox"/> Financial management | <input type="checkbox"/> Numeracy | |

Time Commitment: The role is voluntary, but we recommend at least 1hr per week, not including University meetings.

Qualifications/Experience required: No prior experience is required

Method of appointment: In class elections/online election.

Venue: Varied depending on Programme.

Operate alongside: Vice President Education, School Representative Officer, University Staff, and Students' Union Staff.

For more information: Contact the Representation Team at studentrep@city.ac.uk or on 020 7040 5615.