

City Students' Union

Opportunity Profile

This opportunity profile 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: School Representative Officer

Department: Executive Committee

Opportunity: To act as the primary representative for students in your School and represent/campaign on issues particularly affecting those students within the School and the University. To make sure that issues from your Schools' students are a core part of the decision making of the Executive Committee and the Students' Union

Benefits: Training & Development, skills development, some expenses, positive and creative working environment, teamwork

Duties and Responsibilities: To provide feedback on various aspects of the University and the student experience both to the University and to the student body. To act as the recognised spokesperson for the students in your School concerning internal School matters. To advocate and engage students in Students' Union campaigns as set out by the Executive Committee. To sit on Union appeals panels when invited. To take an active role in Union decision making as a member of the Union Executive Committee & to attend Students' Union Council. To attend appropriate University meetings, in particular University Student Community Working Group. To attend the School specific Student Experience Committee (or equivalent forum) and other School level committees, such as Boards of Studies, as requested. To meet with the School's management (ideally the Dean) informally once a semester to promote a dialogue between the Union and the School's management. To offer practical support and advice to Programme Reps at a local level (e.g. regular surgeries) and to liaise with them as needed in relation to matters arising at Student- Staff Liaison Committees. To actively use the network of Programme Reps to encourage a two way dialogue with the Students' Union and University including collecting feedback and encouraging engagement in University and Union consultations. To liaise regularly with University staff at all levels, other Union Officers at City and nationally, NUS Officers and students. To attend the SU Representation Network event and to organize a school specific network event in semester two. To make effective & appropriate use of your individual SRO budget. To attend all part time officer training throughout the year. To contribute to the recognition of outstanding Programme Reps.

Training and Support: The post holder will benefit with ongoing training through the year, including on things such as campaigning, communication, chairing and meeting management. The post is fully supported by professional staff within the Students' Union and also works in collaboration with University staff.

Skills gained:

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

Time commitment: As the position is voluntary, we recognise that this position is held by students alongside their studies and make allowance for this. We would recommend allowing at least 2 hours a week plus time at meetings. There is administrative and Sabbatical help and support for all elected students to enable them to carry out their role effectively. The Post's term is 12 months from July 2017.

Qualifications/ Experience Required: No prior experience is required, although you must be a student in a School to stand for that School's SRO position.

Method of appointment: Election

Venue: School dependant

Responsible to: Union Council

Operates alongside: The Executive Committee, Students' Union Staff, University Staff.

For further information contact:

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