**Student Voice Representative Role Description**

**Role:** Student Voice Representative

**Location:** University of Sunderland / University of Sunderland in London

**Duration:** Academic Year 2024-2025

**Time Commitment:** Approximately 2 hours per week, although this is variable based on workload and academic commitments.

**Purpose of the Role**

Student Voice Representatives are volunteers that serve as a vital link between students, Sunderland Students' Union, and the University. They have a unique opportunity to shape the education system at the University. This role gives an invaluable platform to advocate for change and improve the overall student experience.

Working with key stakeholders across all levels of the University, Student Voice Representatives work with Course Representatives and Student Voice Coordinators to enhance the quality of education at the University of Sunderland.

**What You'll Gain**

* **Impact**: Be a catalyst for positive change and improved the academic experience for your fellow students.
* **Skill Enhancement**: Comprehensive training sessions, including Public Speaking, Chair training, and much more.
* **Professional Development**: Monthly 1-2-1 meetings designed to boost your career growth and support you whilst in post.
* **Networking Opportunities**: Engage with senior decision-makers such as the Pro Vice Chancellor, the President: Education, and the Director of Student Journey.
* **Financial Support**: An honorarium of £1,800, paid in three instalments throughout the year.

**Responsibilities and Duties**

* Attend required training sessions over the course of the year.
* Participate in high-level university meetings and Student-Staff Liaison Committees as required. Be an active member of the Student Representation Steering Group.
* Act as the lead for representation across your school.
* Deliver induction talks, introducing new and returning students to the Students’ Union and Representation on campus.
* Assist with the recruitment, training, and management of the Course Reps in your school.
* Maintain relationships with the Head of School/FASL/Programme Leads within your School, to facilitate quick solutions to concerns raised by students.
* Collaborate with the other Student Voice Representatives and Course Reps to run relevant campaigns and projects that will benefit students across the School/University.
* Produce an end-of-year report summarising your experiences and suggesting improvements, alongside handover documents.
* Advocate for and promote Students' Union events, campaigns, and democratic structures.

**Support and Training**

You'll receive a thorough training package, along with ongoing support through monthly meetings and a dedicated volunteer-manager. These sessions will help you develop the skills needed for the role.

**Qualifications and Skills**

**Please note that you must be a student at the University of Sunderland/University of Sunderland in London for the academic year 24/25 to apply for this role.** You cannot apply of this role if you graduate in the summer of 2024.

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|  | **Essential** | **Desirable** | **Assessment\*** |
| **A** | **I** |
| Current student at the University of Sunderland | ✓ |  | ✓ |  |
| **Experience** |
| Ability to work with and motivate fellow students | ✓ |  |  | ✓ |
| Experience of successfully completing projects |  | ✓ |  | ✓ |
| Experience of communicating with a diverse range of people, both individuals and groups  | ✓ |  |  | ✓ |
| Experience of supporting others to have their voices heard |  | ✓ |  | ✓ |
| **Skills, Knowledge, and Expertise** |
| Strong listening and communication skills, both verbal and written | ✓ |  | ✓ |  |
| Ability to problem solve effectively and creatively | ✓ |  |  | ✓ |
| Excellent time management and organising skills | ✓ |  |  | ✓ |
| Confidence in public speaking, or a willingness to do it anyway  |  | ✓ |  | ✓ |
| Understanding of the difficulties effecting students, and why some may not bring feedback forward |  | ✓ | ✓ | ✓ |
| Ability to handle difficult situations and resolve conflict with sensitivity and diplomacy |  | ✓ |  | ✓ |
| **Values and Behaviours** |
| Proactive and can-do attitude | ✓ |  |  | ✓ |
| Desire to create positive change for students on campus | ✓ |  | ✓ | ✓ |

**\*A = Application form, I = Interview**