



# LMSU Volunteer Role Description

## Student Rep

<b>Volunteer Role:</b>	Student Rep
<b>Role overview:</b>	
<p>Student Reps are elected to represent students' views regarding their course, teaching, School and the wider University. They are one of the ways that your Students' Union represents students' academic interests.</p> <p>Student Reps provide an essential link between students, the Students' Union and the University. They do this by seeking out feedback from students in their course and school, feeding it back to staff and working together to come up with solutions to student issues and to share best practice.</p> <p>Student Reps also attend a variety of meetings within their schools and have the opportunity to be elected to sit on a number of decision-making committees within the Students' Union and University. These include a number of the <a href="#">University's centralised committees</a>, including those for postgraduate research students such as the Research and Knowledge Exchange and Research Degree Sub-Committee, those run by the Academic Quality Development team and the Students' Union's <a href="#">Student Council</a>.</p>	
<b>Location:</b>	London Metropolitan University: Holloway campus, Aldgate campus and some remote volunteering work
<b>Time commitment:</b>	A minimum of 1-2 hours per week - The number of hours per week that a Rep has to undertake can vary depending on the school and the level of responsibility which the individual student undertakes
<b>Supported by:</b>	<p>Student Reps are supported by the Student Voice Coordinator (Democracy and Representation) and the relevant School Rep Assistant for their school.</p> <p>Student Reps also have Key Contacts within their schools whom they may contact if they have any questions or concerns about the role.</p> <p>The Rep Team is also always on hand to Reps to support them in their role</p>
<b>Training and support offered:</b>	<p>Mandatory role specific training</p> <p>Ongoing support and guidance</p> <p>A variety of additional training sessions are offered throughout the year</p> <p>An end of year conference</p> <p>Opportunities to attend a number of social events with other Students' Union volunteers</p> <p>The Rep Team will make every effort to make meetings and events accessible, however if there is ever something which needs adjusting</p>

	<p>(for example a meeting room) they can always be contacted to do this. Materials, such as the Rep Handbook, can be provided in a larger font or as a physical copy, if you contact the Rep Team.</p>
<p><b>Useful abilities and previous experience:</b></p>	<p>No previous training or experience is required, but an interest in the representation of students is essential. You will need to be reliable and organised, as well as a good communicator and listener</p>
<p><b>Role requirements:</b></p>	<ol style="list-style-type: none"> <li>1. Undertake training for the role</li> <li>2. Make yourself available, and proactively gather the views, concerns and opinions of students on your course</li> <li>3. Attend and participate in course committee meetings (CCMS) , School wide meetings and other relevant meetings within your school</li> <li>4. Attend and participate in other Committee meetings, if appropriate</li> <li>5. Attend relevant other meetings relating to the post, to represent and act in the best interests of students</li> <li>6. Give feedback to members of your class following meetings and to communicate to them any other matters of interest</li> <li>7. To signpost students to other relevant sources of help and support</li> <li>8. To act as an ambassador for LMSU, promoting a positive image in everything that you do</li> <li>9. To carry out all duties in accordance with LMSU policies designed to protect members of staff, elected representatives, volunteers or students from harassment. It is the responsibility of the postholder not to act in a prejudicial or discriminatory manner towards staff, elected officers, volunteers, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it</li> <li>10. To take reasonable care of health and safety of self, other people and resources whilst volunteering and to comply with the SU and University Health and Safety Policies, Codes of Practice and local arrangements</li> <li>11. Act as a communication channel between your course cohort, Course Leader and other teaching staff and the Students' Union.</li> </ol> <p>Optional additional roles. The following are optional activities Student reps have the opportunity to get involved in if they wish:</p> <ol style="list-style-type: none"> <li>1. Join the Student Council, the main discussion and debating body within the Students' Union as a representative of your school.</li> <li>2. Take up a leadership role on the Student council such as chair, Deputy chair or head of a sub-committee.</li> <li>3. Get elected to sit on a University or Students; Union committee such as the Academic Board and Student's Union board of Trustees</li> <li>4. Sit on course validation panels convened by the University's Academic Quality Development team</li> <li>5. Get involved in one or more of the Students' Union's liberation campaigns: Disabled Student, Women's Students, Black Asian</li> </ol>

	<p>and Minority Ethnic (BAME) student and LGBTQ+ Students' Campaigns.</p>
<p><b>What's in it for you:</b></p>	<p>The role provides a great opportunity to be a grass- roots representative within a democratic member-led organisation. It's a chance to help others and be an agent for positive change and get involved in the Students' Union and, through that, the London and UK-wide student movement. The role will improve your knowledge of the University, which in turn will help you get more out of your time at London Met and your academic achievements.</p> <p>The role provides a huge opportunity to improve your confidence and gain a unique experience that will really make your CV stand out. You get as much out of it as you put in!</p> <p>Some of the skills you can gain include:</p> <ul style="list-style-type: none"> <li>Analytical/critical skills</li> <li>Community building</li> <li>Collating resources to support an argument</li> <li>Data gathering methods</li> <li>Decision-making</li> <li>Flexibility and adaptability</li> <li>Independent work</li> <li>Initiative</li> <li>Interpersonal and communication skills</li> <li>Leadership skills</li> <li>Networking skills</li> <li>Organisational skills</li> <li>Presenting an argument</li> <li>Problem-solving</li> <li>Public speaking skills</li> <li>Representation</li> <li>Teamwork</li> <li>Time Management</li> </ul> <p>As well as offering you a chance to enhance your C.V. you will receive a Student Rep lanyard and a certificate at the conclusion of your role. Your contribution will also be formally recognised on your degree transcript</p>
<p><b>The impact you'll have:</b></p>	<p>By making sure that the student voice is being heard in decisions and working with the Students' Union and University to implement best practice and resolve issues, you will be helping to improve the experience of all students at London Met.</p> <p>You will also be directly contributing to LMSU's:</p> <p>Purpose: The advancement of education for Students at London Metropolitan University for the public benefit</p>

	<p>Mission: Empowering students to make the most of their time at London Met and transform their lives for the better</p> <p>Vision: A connected community in which all students, from any background, receive the highest quality and transformative experience possible</p> <p>Values:  Student Led  Open  Creative  Kind  Inclusive  Ambitious</p>
<b>DBS requirements:</b>	None
<b>Application and selection process:</b>	Student Reps are elected by and from their course cohort at the beginning of your academic year. For returning students, reps may be elected towards the end of the year so in place for the following year.
<b>Last updated:</b>	July 2021
<b>For more information contact:</b>	Eddie Rowley Student Voice Coordinator (Democracy and Representation) <a href="mailto:E.Rowley@londonmet.ac.uk">E.Rowley@londonmet.ac.uk</a>