

## ROLE DESCRIPTION //

### Student Voice Representative

#### **Purpose of the Role:**

Working in partnership with your fellow Student Voice Representatives, the Students' Union, and the University to enable effective representation of students at a course level.

To be a core member of the Student Staff Voice Committee (SSVC) which will meet four times in an academic year and will act as the primary student voice forum for a course allowing students to raise feedback and staff to discuss course changes.

To support the Students' Union in its representative work, through canvassing students on your course, through providing thoughts and feedback on proposals, and through attendance to meetings and committees as necessary.

To liaise with your Lead Voice Representative around reoccurring issues, or issues that may be impacting a significant number of students.

What you'll do as a Student Voice Representative:

- Seek informed feedback from peers on your course e.g., on topics such as teaching and learning, assessment, feedback, or learning facilities.
- Attend at least one SSVC meetings per semester providing constructive feedback on the issues faced by students.
- Contribute thoughts and opinions to the work of the Students' Union through surveys, focus groups, and attendance at meetings and committees.
- To support the work of the Lead Voice Representative providing them with insights from your course.
- Contribute to the Students' Union more broadly, such as through attending democratic meetings such as Union General Meetings (UGMs).

#### **Who can be a Student Voice Representative?**

Anyone can be a Student Voice Representative for their course, no matter if they have had prior experience of representation or not.

Some of the key skills which we look for in our Student Voice Representatives include:

- Time management and organisational skills
- Critical thinking, and problem-solving skills
- Confidence to raise issues constructively to senior academics within your school
- Energy to support the development of policy, campaigns, and representative work.

## PERSON SPECIFICATION //

### Student Voice Representative

A - application

| Area                      | Essential   | Assessed by | Desirable  | Assessed by |
|---------------------------|---|-------------|--|-------------|
| Qualifications / Training | Current Keele Student   | A           |  |             |
|                           | Willingness to undergo training as appropriate                                  | A           |  |             |
| Experience                |   |             | Experience of being a Student Representative                                       | A           |
| Skills                    | Good interpersonal and communication skills, both verbal and written            | A           | Ability to establish and maintain good relationships with several key stakeholders | A           |
|                           | Driven to actively seek and find solutions to problems                          | A           |  |             |
|                           | Confidence in gathering feedback from students and presenting this to academics | A           |  |             |