

## ROLE DESCRIPTION //

### Lead 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 and chair 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 attend School Education Committee (SEC) providing and championing student voice in high-level decision surrounding teaching and learning at a school-level. To attend Faculty Student Voice Committee providing input to a forum at faculty-level once per semester and attend University Student Voice Committee on a rotational basis.

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 support the work of Student Voice Representatives within your school to ensure effective representation of students.

To regularly meet and liaise with the Education Officer, providing reports on issues arising from your school.

What you'll do as a Lead 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.
- Attend School Education Committee, Faculty Student Voice Committee, and University Student Voice Committee.
- 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 Student Voice Representatives in your school.
- Contribute to the Students' Union more broadly, such as through attending democratic meetings such as Union General Meetings (UGMs).

#### Who can be a Lead Voice Representative?

Anyone can be a Lead Voice Representative for their course, no matter if they have had prior experience of representation or not, we do however prefer prior SVR experience.

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

- Time management and organizational 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.
- Ability to form and maintain working relationships with a wide number of key stakeholders.

## PERSON SPECIFICATION //

### Lead Voice Representative

Area	Essential	Assessed by	Desirable	Assessed by
Qualifications / Training	Current Keele Student	A		
	Willingness to undergo training as appropriate	A		
Experience			Experience of being Student Representative	A
			Experience of supporting student volunteers	A
			Experience of chairing committees or groups	
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	Ability to produce high-quality reports on a wide range of student issues utilising a range of quantitative and qualitative data.	A
	Confidence in gathering feedback from students and presenting this to academics	A	Ability to manage conflicting viewpoints to achieve consensus.	A