

## ROLE DESCRIPTION //

### Programme Voice Representative

#### Purpose of the role:

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

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 if invited.

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

What you'll do as a Programme Voice Representative:

- Seek informed feedback from peers on your course e.g., on topics such as teaching and learning, assessment, feedback, or learning facilities.
- Contribute thoughts and opinions to the work of the Students' Union through surveys, focus groups, and attendance at meetings.
- To support the work of the School Voice Representative providing them with feedback and insights from your course.
- Contribute to the Students' Union more broadly, such as through participating in Have Your Say Days (HYSDs) throughout the year.
- Encourage students to feedback using the new tool on the SU website.

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

Anyone can be a Programme 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 Programme Voice Representatives include:

- Time management and organisational skills
- Critical thinking, and problem-solving skills
- Confidence to speak to or contacting students in your programme when collecting feedback.
- Energy to support the development of policy, campaigns, and representative work.

## PERSON SPECIFICATION

### Programme Voice Representative

Assessed by: A – Application

Area	Essential	Assessed by	Desirable	Assessed by
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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	A		
	Confidence in presenting feedback to academics within meetings if necessary	A		

