

## ROLE DESCRIPTION //

### School Voice Representative

#### Purpose of the role:

Working in partnership with your fellow Programme and School Voice Representatives, the Students' Union, and the University to enable effective representation of students at a school 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 each school, allowing students feedback to be raised by School Voice reps 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 University Student Voice Committee (USVC) on a rotational basis.

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

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

To regularly meet and liaise with the Education Officer, providing insight on issues arising from your school and providing a report for USVC.

What you'll do as a School Voice Representative:

- Attend at least one SSVC meeting per semester providing constructive feedback and the feedback gathered by Programme Voice Reps on the issues faced by students in your School.
- Attend School Education 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.
- To support the work of the Programme Voice Representatives in your school.
- Contribute to the Students' Union more broadly, such as through participating in Have Your Say Days (HYSDs) throughout the year.

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

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

Some of the key skills which we look for in our School 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

### School Voice Representative

Assessed by: 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
			Experience of supporting student volunteers	A
			Experience of chairing committees or groups	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	Ability to produce high-quality reports	A

	Confidence in presenting student feedback to academics at a school level.	A	on a wide range of student issues utilising a range of quantitative and qualitative data.  Ability to manage conflicting viewpoints to achieve consensus.	A
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