

Students' Union Representative Role Description

Location: UCLan Students' Union

Hours: 14 hours per week

Salary: Part Time: 14 hours per week at Scale B1 (£22,184 Full Time Equivalent). £8,874 (pro-rata) per annum [Plus contributory pension]

Contract length: 1st July – 30th June this includes a paid induction/training programme

Role Purpose

The Part-Time Students' Union Representative will act as a vital bridge between the student body and the Students' Union, ensuring student voices are represented in decision-making processes at every level. They will lead on specific areas of representation, campaigns and community organising, as outlined in the Students' Union Byelaws.

Key Responsibilities

Strategic Leadership and Representation

- **Representation:** Represent students on University committees and decision-making bodies, including forums related to education, welfare and other significant areas
- **Collaboration:** Collaborate with other part-time elected representatives to collectively lead the Union's democratic structures and representative efforts (Byelaw 3, Sections 305 & 306)
- **Policy development:** Actively participate in developing and reviewing Union policies and byelaws to reflect students' evolving needs and priorities

Engagement and Advocacy

- **Feedback gathering:** Gather and amplify student feedback through listening campaigns, surveys, focus groups and informal channels (Byelaw 3, Section 305a)
- **Support structures:** Support Course Representatives, School Representatives and student leaders to ensure their concerns are heard and addressed
- **Campaign championing:** Champion campaigns on issues such as academic quality, assessment fairness, mental health and broader student welfare

Governance and Accountability

- **Trustee role:** Serve as a Trustee of the Students' Union, ensuring strong governance and alignment with the Union's mission and strategic goals

- **Reporting:** Attend and report to the Students' Council and the Student Steering Group to ensure transparency and accountability in the representative's work (Byelaw 4, Section 419)
- **Urgent decision-making:** Participate in decisions on urgent matters that cannot wait until the next Student Assembly or Council meeting

Communication and Collaboration

- **Liaison:** Act as a key liaison between students, the Students' Union and the University, ensuring effective communication of student concerns and Union achievements
- **External Partnerships:** Collaborate with Union staff, external stakeholders and national organisations (e.g. NUS) to amplify student advocacy efforts
- **Promotion:** Promote the Union's activities, campaigns and mission through events, campaigns and social media

Campaign Leadership

- **Initiative oversight:** Lead and support initiatives addressing priority issues, ensuring alignment with the Union's broader objectives
- **Empowerment:** Empower and support student communities to run effective campaigns for the changes they advocate

Key Skills and Attributes

*The following skills are desirable but not mandatory. We encourage **all students**, regardless of experience, to apply. Training and support will be provided.*

- **Leadership:** Strong leadership abilities and confidence in representing student interests
- **Communication:** Excellent communication skills with the ability to engage diverse groups
- **Organisation:** Strong organisational and time management skills to balance multiple responsibilities
- **Collaboration:** A collaborative mindset to work effectively with teams
- **Problem solving:** Proactive problem-solving skills to address emerging challenges

Support and Development

- **Induction & training:** Comprehensive induction and training on governance, campaigning, and leadership
- **Mentoring:** Ongoing mentoring and support from experienced Union staff and external professionals
- **Professional Development:** Access to professional development opportunities tailored to the role, including:
 - Specialised workshops (e.g. digital communication strategies, data analysis for advocacy)

- Opportunities to work on national issues and travel to different parts of the UK
- Opportunities for networking and mentorship with experienced external professionals
- Attendance at leadership conferences (e.g. NUS Lead and Change)