

## School Representative

**Location:** UCLan Students' Union

**Role Type:** Voluntary (unpaid) with opportunities for recognition, training support, and transferable skills development

**Hours:** Flexible – approximately 3-4 hours per week

**Term:** Academic Year 2025–26

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## Role Purpose

The School Lead is the primary voice for students within their respective academic school. In this role, you will ensure that student views are effectively communicated, advocate for improvements in both academic and social aspects of university life, and collaborate closely with staff, peers, and other student representatives. Importantly, while the School Lead serves as the key representative, the role is designed to be collaborative. You will be supported by part-time Students Union representatives, Students' Union staff members and active Community Organisers, ensuring that responsibilities are shared and no one individual becomes overwhelmed.

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## Key Responsibilities

### Representation and Advocacy

- **Collect & communicate student views:** Proactively engage with your peers to gather feedback, concerns and suggestions. Represent these views in School Forums, meetings with academic staff and other formal discussions
- **Engage in formal structures:** Attend School Forums and relevant committees, contributing to discussions and decision-making processes. Where appropriate, escalate unresolved issues – such as academic challenges or systemic concerns – to the wider Students' Union or relevant University committees
- **Liaise with other representatives:** Work with Course Reps, part-time officers, community leaders/organisers and academic groups to coordinate advocacy efforts

### Engagement and Collaboration

- **Foster open communication:** Act as a conduit between students, academic staff and the broader student leadership. Ensure that communication flows effectively by keeping peers informed of developments and decisions
- **Build partnerships:** Establish strong relationships with academic departments and support services to promote collaborative initiatives that enhance student learning and wellbeing

- **Promote participation:** Encourage student involvement in surveys, feedback sessions and Union events, ensuring that a diverse range of voices contributes to the decision-making process
- **Network across Schools:** Collaborate with other School Leads and part-time officers to exchange best practices, coordinate cross-school campaigns and contribute to Union-wide initiatives

### **Campaign Leadership**

- **Drive School-specific campaigns:** Co-lead targeted campaigns addressing challenges within your School (e.g. resource allocation, teaching quality, inclusivity, or accessibility). Design and implement strategies that respond to your peers' needs while leveraging support from part-time officers and communities
- **Support Union-wide initiatives:** Actively participate in broader Union campaigns and events, aligning your School's efforts with the overall strategic priorities of the Students' Union (this could be helping us with Speak Week or turning up to events to listen and learn best practices!)
- **Raise awareness:** Champion important issues – such as assessment fairness, mental wellbeing and academic support – ensuring that these topics receive appropriate attention both within your School and across the University.

### **Governance and Accountability**

- **Regular reporting:** Provide consistent and clear updates to the Students' Union and Students' Council, including reports on student concerns, campaign progress and outcomes from School Forum meetings
- **Participate in governance structures:** Contribute to the effective running of School Forums and participate in Students' Council meetings as specified in the Union's governance byelaws
- **Adhere to Byelaws:** Operate in accordance with UCLan SU Byelaws (e.g. Byelaw 3 – Elected Representatives and Byelaw 4 – Student-led Decision Making), ensuring that your work supports transparent and accountable decision-making processes

### **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.*

- **Effective communication:** Ability to represent student views clearly in meetings
- **Organisational excellence:** Strong time management to balance meetings, campaigns and reporting
- **Advocacy & negotiation:** Confidence in advocating for peers and negotiating with stakeholders

- **Collaborative approach:** Willingness to work with SU staff, part-time officers and student groups
- **Passion for change:** Commitment to enhancing the student experience

### Support and Development

- **Training & induction:** Comprehensive training covering representation, advocacy, leadership and governance will be provided by the Students' Union
- **Ongoing mentorship:** Receive continuous support and mentoring from Union staff, elected officers and experienced representatives
- **Shared workload:** The role is designed to be collaborative. Part-time officers and active community groups will assist with key tasks and campaign activities, ensuring that responsibilities are shared
- **Recognition & rewards:** Benefit from the Union's reward and recognition programs (e.g. HEAR, ACES), which acknowledge your contributions and help develop your professional skills
- **Skill development:** Gain transferable skills and experience that will support your future leadership or professional ambitions

### Eligibility

- **Student status:** Open to all registered UCLan students enrolled in the relevant School for the duration of the term
- **Experience:** Previous experience as a Course Representative or in another leadership role is desirable but not essential
- **Commitment:** A commitment to engaging with a diverse student body and contributing actively to your School's representation.