

HEAD REP ROLE DESCRIPTION

With over 550 course reps across the university Head Reps provide the next platform of student representation. Head reps advocate the student voice at a higher level across their faculty. After already gaining experience as course rep or school in previous years the Head Rep will represent the student voice at a more senior level.

AS A HEAD REP, YOU ARE EXPECTED TO:

- Coordinate the Course Reps and act as the main point of contact for broader feedback which may need escalating within the University
- Engage and support Reps to be effective and empowered in their roles
- Escalate any necessary feedback to staff or students
- Motivate and support the Reps within their area with a particular focus on first-time Reps
- Attend SSLC meetings and co-chair with existing staff
- Promote the course rep positions to other students
- Attend monthly meetings with VP Voice
- Hold meetings with reps to prepare for SSLC
- Encourage good line of communication between reps
- Encourage sharing of rep wins to wider student community and staff
- Promote and advocate for the use of My Surrey Voice, powered by Unitu
- Commit around 30 hours each semester to the role
- Encourage reps involvement with the union via wins

AS A HEAD REP, YOU CAN EXPECT YOUR DEPARTMENT TO:

- Confirm in writing (email) that you have been appointed to be a Head Rep, and outline the group of students you will be representing
- Inform the Students' Union that you will be a Head Rep and update them if this should change
- Help you to advertise your position as a Head Rep to your cohort
- Facilitate representation within your School/Department (e.g. giving you adequate notice of upcoming meetings)
- Respond and take action on feedback posted on discussion boards on Unitu

AS A HEAD REP, YOU CAN EXPECT THE STUDENTS' UNION TO:

- Contact you in semester one regarding training dates
- Offer advice and guidance to enable you to represent your cohort effectively
- Ensure that contact details are available for you to contact your VP Voice with any queries or problems
- Facilitate Student Voice and Faculty Voice Forums to allow you address issues directly to the University's Senior Management team via email to the VP Voice
- Promote the work of Head Reps throughout the year
- Identify issues that require involvement of senior members of University staff

SKILLS AND EXPERIENCE YOU CAN EXPECT TO GAIN FROM THIS ROLE:

- Leadership skills
- Organisation skills
- Meeting skills
- Communication
- Persuasion
- Support skills
- Team-working
- Collaboration
- Digital literacy