

STUDENT OPPORTUNITY PROFILE

Role	Student Rep
Department	Representation
Reports to	Vice Presidents Education and Welfare and the Representation Team
Location	Most meetings will be held online or on campus, depending on your timeline.
Important dates	<ul style="list-style-type: none"> • Student Rep Training • Coffee Session (Standard Pathway reps only) • Your Voice Feedback Collection period x 2 • Programme Committee Meeting period x 2
Opportunity	<p>There are two types of student reps at BNU. You will be informed what pathway you are on after being elected to the role:</p> <ul style="list-style-type: none"> • Standard Pathway Student Reps cover most courses at BNU and have an additional responsibility of two coffee sessions with their Course Leader. • Condensed Pathway Student Reps are typically students from part-time, distance learning, or placement-based courses. <p>As a student rep, you will have the chance to represent the students in your class to academics within your department, providing a credible voice. You will be the principal representative for any class-related issues of your peers, gathering, and reporting this feedback to those who lead your course and influence the academic life of students at Buckinghamshire New University.</p> <p>Student reps have two main responsibilities: the first is to collect feedback from students, regarding topics affecting their student experience, and to alert university staff of the issues students are facing. Equally as important, reps work across courses and schools to communicate best practices to each other.</p> <p>Reps also attend several meetings with University and Union staff throughout the year, communicating their findings with staff and playing a key role in finding solutions to problems within their cohort and the wider community. You will also be expected to give regular feedback to your School Officer and potentially join in campaigns that would affect you and/or your class.</p>
Responsibilities	<p>Core Responsibilities:</p> <ul style="list-style-type: none"> • Attend the required introductory rep training session • Attend two coffee sessions with your course leader (Standard Pathway Student Reps only) • Regularly give and gather feedback from students on your course • Present collective feedback to departmental staff in Programme Committee Meetings (PCMs) • Attend Rep Conference • Complete an end-of-year rep survey <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • Provide online feedback to the Students' Union • Keep up to date with monthly student rep e-newsletters

	<ul style="list-style-type: none"> • Achieve bronze, silver, gold, or platinum in the Rep Recognition Scheme • Communicate regularly (both online and face-to-face) with the students you represent <p><i>Specific terms and initiatives will be explained during training but for a conversation before nominating please get in touch using the details below.</i></p> <p>Completion of all required responsibilities will reward you with £100.</p>
Standards required	<ul style="list-style-type: none"> • The post holder will be a current student in the relevant course and year of study that they are applying for. • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty. • The post holder will observe high standards of punctuality. • The post holder will be aware and respectful of equal opportunities and sensitive to diversity.
Person specification	<ul style="list-style-type: none"> • General knowledge of your course • Effective communication skills • Ability to work as part of a team • Basic digital skills • Ability to work in a democratic student environment and adopt the values of BSU
Time commitment	<p>Fixed: Two PCMs per academic year (scheduled by your university department). One, two-hour training session per academic year. Approximately 8 hours per academic term.</p> <p>Flexible: The time that you spend gathering feedback from your peers and collating and submitting feedback ahead of meetings can be fitted in around other commitments.</p>
Skills gained	<p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • written communication • teamwork • organisational skills • verbal communication • time management • decision making • problem-solving • leadership • networking • creativity • learn a new skill
Benefits	<ul style="list-style-type: none"> • A reward of up to £100 depending on completion of key aspects of the role • Excellent career experience (e.g., committee experience, leadership, networking, and time management) • Student rep lanyard • Opportunity to be invited to Union Awards after achieving platinum student rep status
For more information, contact	<p>Lucy Ryan Student Experience Manager lucy.ryan@bnu.ac.uk 01494 601 600</p>