**This document outlines the responsibilities of the SE Lead in their role working with the SU. It covers standard meetings, as well as ad hoc work that falls throughout the academic year.**

Your main contact is the Representation Coordinator for your College (see below), but you can always contact [studentreps@shu.ac.uk](mailto:studentreps@shu.ac.uk) for help with representation queries.

* **Business, Technology and Engineering:** Molly Churchill [m.churchill@shu.ac.uk](mailto:m.churchill@shu.ac.uk)
* **Health, Wellbeing & Life Sciences**: Ellie Neilson [e.neilson@shu.ac.uk](mailto:e.neilson@shu.ac.uk)
* **Social Sciences & Arts:** Molly Galpin [molly.galpin@shu.ac.uk](mailto:molly.galpin@shu.ac.uk)

Other members of the Representation & Democracy team:

* **Democracy Lead**: Alex Gooch [a.gooch@shu.ac.uk](mailto:a.gooch@shu.ac.uk)
* **Representation & Democracy Manager**: Ed Robinson [edward.robinson@shu.ac.uk](mailto:edward.robinson@shu.ac.uk)

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# Department Rep support

Department Reps' main point of contact will be their Representation Coordinator; however, SE Leads play a crucial role in their work and development. Monthly meetings with yourself, the Department Rep, and the Representation Coordinator will be set up by the Rep Coordinator and this will be the key place to discuss updates on their objectives, as well as have a general catch up on any work you’d like to collaborate on. However, please note that Department Reps are asked to check in with their Rep Coordinator before they take on work outside their objectives; this is to help with their workload and to monitor the activities the SU are paying them to undertake.

Department Reps are given 3 individual objectives: National Student Survey, Project, Personal (see below). Your role as SE Lead will be to support Department Reps in achieving these objectives through discussions in our monthly meetings with them, and suggesting resources, staff, and networks that could help them. See next page for a breakdown of each objective.

National Student Survey (NSS)

* The NSS gathers final year undergraduates’ opinions on the quality of their courses and is completed between January and April each year. They will be given a breakdown of the NSS results for their department, so they can analyse them and think about what their department needs.
* An example from last year: the data suggests that ‘there has been a decrease in respondents agreeing that they feel part of a community’. The objective was to work with staff members who are focused on this and give student feedback on what could be done, and work collaboratively to build community with both staff and students.

Project

* This objective is going to be based around work going on in their department and working on the relationship between students and the department on a wider level. They think about where they’ve felt there are gaps in the department as a student and draw on that; also consider any feedback they’ve heard from their peers about department-wide issues.
* An example from last year: building department community feeling through working with societies.

Personal

* This is a chance for them to work on something on a personal level, whether it’s their time management, professionalism, or confidence in meetings, we work with them to help build these essential skills.
* They think about what they’d like to improve, and we work out how to incorporate it with the work they’re already doing (or map their objectives around this one)

College-wide

* This objective will be based around their College Officer’s objectives and aims for their year in post. In one of their first College-wide meetings they’ll go through this and work out an objective that works well for all, whilst also supporting their Officer’s wider work throughout the college.

# Key meetings

There are standard meetings that happen throughout the academic year that SE Leads need to either attend or help coordinate. These include:

|  |  |
| --- | --- |
| **Monthly meetings with Department Rep and Representation Coordinator** | Set up by the Rep Coordinator. |
| **Department Student Forum (DSF)** | SE Leads organise the time, room, and online meetings details, ensuring both the Department Rep and Rep Coordinator can attend.  SE Leads invite other appropriate staff members.  Rep Coordinator invites course reps.  Rep Coordinator logs actions in action tracker.  SE Lead follows up on actions and communicates updates to Department Rep and Rep Coordinator. |
| **College Student Forum (CSF)** | Set up by the College/HoTLE.  Rep Coordinator note takes and logs actions in action tracker.  SE Leads attend and contribute to their departments updates/discussion. |
| **Student Staff Committee Meetings (SSCMs)** | SE Leads remind course leaders to set these up. |

# Keeping in contact

SE Leads should keep in regular contact with their Department Rep, Representation Coordinator, and Head of Teaching and Learning Enhancement (HoTLE). This can be done through meetings (e.g., monthly meetings and Community of Practice) and general comms. They should also aim to contact course leaders once a month to check in with updates from both sides and communicate any important information at the above meetings.

# Recruitment

As SE Leads have more contact with students than the SU Representation team, we need your help in recruiting Course and Department Reps.

**Course Reps** can sign up at any point in the year, however, our main recruitment pinch points are in September and January. During these times, the help of SE Leads and course leaders is invaluable in promoting the Course Rep role to students. SE Leads can help course leaders to understand the importance of Course Reps and encourage them to promote the role in their Welcome/induction lectures and programmes. We have a few slides that course leaders can use, and these will be circulated (you can also ask your Rep Coordinator for a copy).

**Department Reps** are recruited between April – June through a standard recruitment process (application, shortlisting, interview). We start advertising for the role in April and shortlisting/interviews take place in May/June. The SE Lead role in recruitment includes promoting the role to students in their department, reaching out to students you think would be a good fit and recommending them for the role (and getting course leaders to do the same), shortlisting the candidates, and being a member on the interview panel. Specific timelines, details, and info packs will be shared leading up to this period.

# Supporting the SU

Throughout the year there are other events and pieces of work where the contribution of SE Leads will also be really valued. These include collaborating on work during Welcome and induction events, supporting SU campaigns, and helping to promote Elections & recommending students for Officer roles.

Of course, we’re also here to support your work too! So please always get in touch with us whenever you need support or are unsure of anything throughout the year.