

Students' Union Department Representatives

Fixed term until June 2024

Up to 14 Hrs a month – usually split to 3hrs – 4hrs each week
£10.68/hr up to age 22 and £10.90/hr aged 23 and over, plus holiday pay

Please note, to apply you must be a current student for 2023/24 and you must be a student in one of the following departments:

- Finance, Accounting & Business Systems;
- Media, Arts & Communication;
- Social Work, Social Care & Community Studies.

We're looking for engaging and enthusiastic students to join the Students' Union team as Department Representatives for the above departments.

What's the job?

Department Reps work alongside the Students' Union Representation and Officer teams, plus staff within their Academic Department at the University, to present a genuinely representative perspective of students' opinions on their student and academic experience and help to ensure that students can influence decision-making at all levels. This role involves working closely to support the Course Reps within your Department to ensure they can escalate and be supported to resolve issues.

You will act as a key student representative within your Department, working to gain a strong understanding of the student voice of all courses and demographics. This will include leading activities, in addition to gathering feedback, by attending key meetings, building relationships with staff and Course Reps, and asking challenging questions where necessary to ensure the best changes are made for students. Your work will result in students in the Department feeling more strongly that their feedback is taken on board and acted upon, and you will help other reps feel a part of a community with a common purpose to improve quality for students.

Who you are:

We're looking for students who have experience of doing well in a role that requires proactive communication with others (either paid or voluntary), experience of working with students or student groups, and who can work flexibly and independently alongside their studies. This might be experience gained through work as a Course Rep, but doesn't have to be, and full training is provided to any successful candidates.

Why apply?

You'll gain an understanding of how the both the University and Union run, and gain experience of working on diverse projects, and working with senior staff. You'll develop skills which are vital in the modern workplace, such as problem solving, collaboration, and relationship building, plus have the opportunity to lead on projects in areas specific to your Department!

We want to make sure that our Representation System is truly representative of the student body within Sheffield Hallam University. We strongly encourage applications from students with a disability, from a BAME or international background or with experiences of facing discrimination, to apply.

If you would like any further information or an informal enquiry about the roles please contact Ed Robinson, Representation & Democracy Manager, edward.robinson@shu.ac.uk.

Not sure what Department you are in? This resource from the University should help you identify where your course is based <https://www.shu.ac.uk/about-us/academic-departments>

For an application pack visit the Sheffield Hallam Students' Union website
<https://www.hallamstudentsunion.com/opportunities/jobs/>

Closing date for receipt of all applications is at 10am on Monday 2 October 2023

Interviews will be held week commencing 9 October 2023.