

Job Description: Students' Union Lead Rep Fixed Term July 2026 – June 2027

Salary:	£13.45/hr + holiday pay
Hours	Up to 20 hours a month, usually split to 3-4 each week, but this can vary. We can offer some flexibility around university deadlines, assessments, term breaks which would be discussed upon your appointment.
Location	Hybrid: there will be an expectation of some in-office working at the Students' Union, though the frequency and hours for this will be agreed on an individual basis to allow flexibility around university schedules and remote working needs.

Responsible to: Representation Team

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post:

To act as a key Student Representative within your School/Institute of study, liaising with Course Reps and other students to gain a genuinely representative understanding of issues relating to the academic experience, and using this feedback to enhance the student experience within your School/Institute.

2. Main Duties and Responsibilities

2.1 Role Specific Responsibilities

- Work with other Lead Reps and the SU team to gather feedback from Course Reps to develop a genuinely representative overview of issues across your whole School/Institute.
- Communicate regularly with your Education Officer to help to identify College-wide themes, attending College-Level meetings.
- Meet regularly with senior staff in your School/Institute to discuss wider issues and feed back to Course Reps on the progress of issues raised.
- Ensure a strong network of Course Reps in your School/Institute through supporting with recruitment and year-long engagement, including keeping in regular contact with Reps to gather feedback and provide updates.
- Represent students in an official capacity on a variety of University and Students' Union committees.
- Be actively involved in and contribute to a range of projects designed to enhance the student experience.
- Ensure that key administrative tasks, such as submitting timesheets and contributing to meeting notes, are completed accurately and on time.

PERSON SPECIFICATION

Job Title: Lead Representative

Requirements		Essential (E) or Desirable (D)	Assessed by Application (A), Task (T), Interview (I)
1	Qualifications & Training		
1.1	Registered on a degree programme at Sheffield Hallam University for the 2026/27 academic year.	E	A
2	Experience		
2.1	Experience of doing well in a role that requires proactive communication with students or other groups, either paid or voluntary.	E	A/I
2.2	Experience of working as a Course or Lead Representative or similar.	D	A
3	Skills & Attributes		
3.1	A commitment to diversity and representing all demographics of students within your department.	E	T/I
3.2	Strong organisational skills, with the ability to work flexibly and independently, whilst managing own workload and adhering to set deadlines.	E	A/I
3.3	Ability to work well with others with different perspectives, including with University staff.	E	A/I
3.4	Ability to present information in a clear and engaging manner, using the Microsoft Office Suite e.g. Outlook, Teams, Word & PowerPoint.	E	T
3.5	Possess a genuine interest in making a positive contribution to the overall student experience at Hallam Students' Union.	E	I