

# **Student Voice Rep Role Description**

## **Background**

The University of Wales Trinity Saint David (UWTSD) has a commitment to ensuring student voice activity is embedded in all aspects of its planning, and to acknowledge its importance in enhancing the student experience. The University have a role in creating a discursive, inclusive culture where you are given the opportunity to raise ideas and issues, and where the views of students are treated with respect. As your Students' Union (SU), your voice is at the core of all we do, and as part of our work, we run a representation system that ensures the University meets its commitments to you.

To ensure each of the Institutes engages appropriately with the University's regulatory and quality assurance framework, and as a mechanism for responding to student feedback, they have an Institute Board which oversees and monitors all this work. Institute Board is an important meeting featuring senior staff members and decision-makers, which happens three times a year: one each semester. It is vital that students are represented at this forum to share the experiences of students and influence the direction of UWTSD at a strategic level.

You can read more about the University's commitment to student representation in the Student Charter: [uwtsd.ac.uk/studentcharter/](https://uwtsd.ac.uk/studentcharter/).

## **Purpose of Role**

Student Voice Reps are the key student representatives for matters related to the Academic Experience at the institute level.

The Students' Union annually appoints 10 Student Voice Reps to represent the various Institutes and campuses. These Student Voice Reps look to identify institute wide trends and patterns in feedback from the relevant Course Reps to their area and report on these. The Student Voice Reps provide the essential link between the over 400 Course Reps, SU Officers, and Institute management.

Student Voice Reps meet other Reps in person as well as using platforms such as social media, e-mails, online forums, the SU website and Microsoft Teams to engage with students on and off-campus, to make sure that we are capturing the opinion of a representative sample of UWTSD students. Student Voice Reps also work closely with Institute staff in partnership to develop solutions to issues.

## **Expectations**

As a Student Voice Rep for the academic year, you will be expected to:

- Attend Student Voice Rep training provided by the SU.

- Support the SU with Course Rep training, introducing yourself and your role at the beginning of the academic year.
- Attend and participate in Institute Board meetings (three a year).
- Meet with the Campus Presidents, Group President and Student Voice staff members to help create a Board Report, and update on your progress or any academic-related themes or issues that need attention.
- Actively engage with Course Reps, organising focus groups along with your counterpart(s) to capture student feedback.
- Use social media, e-mails, online forums, and Microsoft Teams to engage with off-campus students to make sure we are capturing the opinion of distance, blended and work-based students.
- Attend Campus Council meetings for your campus (if relevant).
- Help the SU collect responses for surveys relating to the academic experience.
- Adhere to all relevant SU Policies and Procedures.
- Adhere to all relevant UWTSD Policies and Procedures.
- Support and promote the SU's values whilst undertaking duties, demonstrating commitments to equality, bilingualism, sustainability and democracy.

You are very welcome, and encouraged, to get involved in additional opportunities and events that will support you in your role. Details of these will be shared as they arise.

## **Bursary**

As a thank you for the valuable work you will undertake during your year as Student Voice Rep, we will reward you with a £450 bursary. Your bursary will be paid to you in £150 instalments at the end of each term, after you have attended Institute Board and have actively engaged with the role of Student Voice Rep. If you do not actively participate in the role as per the above 'Expectations', your bursary instalment will not be paid to you.

## **Support**

We will support you with regular contact throughout your time as Student Voice Rep. Whether from SU elected Officers or staff, we will help you to feel supported, confident and prepared for Institute Board meetings and other activity required by your role. You will have access to additional and voluntary training content and regular, practical briefings on issues relevant to your role. We will help you to run any campaign activity or issue-based work which you may wish to undertake and help to promote your role to the wider UWTSD community. We can also help to facilitate events, focus groups or other activity to engage students in feedback about their academic experiences.

Please make sure that we are aware of any accessibility requirements, or anything else that you feel is important for us to know, so that we can best support you to achieve in this role. If you ever have issues keeping up with the expectations of this role you must get in touch with

Student Voice staff, so that you can get the support you need and ensure staff are aware of the situation. Such information will only be shared with those that need to know.