

## **Students' Union Representative 2026/27 – Role Description**

The Students' Union Representatives make sure students' voices lead to real change by supporting student communities with their priorities and help move actions forward.

You will represent students in key decision-making spaces by attending University meetings and meet with senior University staff – including the Vice Chancellor's Group.

Being elected to this role also requires you to take up a Trustee position on the Students' Union Board.

### **What's expected from you in this role?**

- Represent students by attending University committees and project meetings relating to academic experience and student life.
- To help us progress our action and commitments to the Student Priorities.
- Actively participate in developing and reviewing Union policies and byelaws to reflect students' needs and priorities.
- To collaborate with other elected representatives and community leaders.
- Work alongside our Community Organisers to support our communities to grow while helping them negotiate with power holders and act.
- To work with our Communications Team to keep students up to date with what you're working on.
- To work with our Insight & Influence Team to take insight briefings to decision-making spaces to influence change.
- Keep on top of your emails, commitments, and responsibilities to be effective.
- To read papers and briefings in advance of meetings.
- To attend and participate in Union Leadership Meetings.
- To serve as a Trustee of the Students' Union.

### **What's expected from the Students' Union?**

- To provide an informative induction and training programme which includes crucial training on; being an effective representation, being a trustee and community organising.
- Ongoing support and mentoring from our Senior Leadership Team.
- Provide access to professional development opportunities tailored to the role, including national networking and events through the National Union of Students (NUS), WonkHE and more.
- Provide flexibility for working around your studies, to ensure you have a healthy work/life/study balance.

### **Key Information**

**Hours:** Part-Time 14 hours per-week, based at Preston Campus.

**Training & Induction:** Those elected to the roles are expected to complete a mandatory training and induction programme, while the official start date for representatives is 1<sup>st</sup> July, we will require representatives to attend training before this date.

A strong induction is essential to your success as an SU Rep, so please keep the key training dates below free to ensure you're fully prepared for the role.

- 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> May (This date will be confirmed shortly)
- 22<sup>nd</sup> June

From 1<sup>st</sup> July, the role will commence and you will be required to attend training in-person at the Preston campus on the following dates:

- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> July
- 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> July
- 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> July
- 15<sup>th</sup> & 16<sup>th</sup> September

From August, the roles will be 14 hours per week as standard for the remainder of the academic year.

You will be paid for attending any training and induction sessions. Any travel, accommodation or meals needed for external training or conferences will be paid for by the Union.

If you need support in staying/travelling to Preston Campus for the days you're needed in-person over the summer – for example, your accommodation contract ends in May, we can support you with overnight accommodation in order for you to attend. We will discuss this with you at the Welcome & Initial Induction in May.

**Contract Length:** 1<sup>st</sup> July 2026 – 30<sup>th</sup> June 2027, with paid training days in May and June.

**Salary:** Scale B1 (£22,932 Full Time Equivalent). £9,172.80 (pro-rata) per annum [Plus contributory pension]. This salary is subject to any pay award.