

## **School Representative – Role Description**

The School Representative is the elected leader for students in their academic School. In this role, you make sure student views are listened to and acted on by raising feedback, influencing change, and working with staff within the school to improve the academic and wider student experience.

In this role, you will be supported by the Students' Union staff team who will help you work alongside academic communities, Community Organisers and students to ensure student feedback is taken forward effectively.

You will also be a member of the Union Leadership Group at the Students' Union. This means taking part in regular (usually fortnightly) meetings with other elected representatives to make decisions, share updates, and plan actions that support students. Being part of the Union Leadership means you have a real say in the direction of the Students' Union and help ensure student priorities drive the decisions we make.

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

- Represent students in your school by attending school-based meetings/forums relating to academic experience and student life.
- Attend and participate in the regular Union Leadership meetings.
- To collaborate with other elected representatives and community leaders.
- Build good working relationships with your School Leadership Team and key staff members in your school.
- Encourage students to use the Student Voice Platform to raise feedback, suggest ideas and engage with other posts.
- Ensure communication between students, you and the school flows effectively and key decisions and updates are communicated.
- Keep on top of your commitments and responsibilities to be effective.
- To read papers and briefings in advance of meetings.

### **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 from our staff team.
- Provide access to development opportunities tailored to the role.
- Provide flexibility to ensure you have a healthy work/life/study balance.

### **Key Information**

This is a voluntary, unpaid role.

**Hours:** Flexible – approximately 3-4 hours per week.

**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 a School 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)
- 15<sup>th</sup> & 16<sup>th</sup> September

You will be compensated for attending any training and induction sessions.

**Length of Role:** Official elected term is 1<sup>st</sup> July 2026 – 30<sup>th</sup> June 2027, with training days taking place in May 2026.

**Eligibility:** You must be a current University of Lancashire Student during the time frame above. To run in the election for School Rep, you can only nominate yourself for the school your course is part of.