

STUDENT STAFF ROLE PROFILE

At the Guild, student staff don't just support what we do, you shape it. This paid role gives you the chance to get involved in meaningful work, build real experience, and make a difference to student life at Exeter.

Role:	Academic Representation Convenor
Working hours:	6 hours per week, term time
Pay:	£15.07 per hour
Supported by:	Academic Representation Team

Academic Representation Convenors support the day-to-day work of our volunteer representatives by providing clear guidance and developing innovative solutions with reps. Convenors also facilitate the delivery of the Guild's wider provision of Academic Representation and Student Voice support across the University.

What you'll be doing

- Onboard new Academic Reps with an effective introduction to their role and responsibilities.
- Facilitate the delivery of Academic Rep skills training sessions on campus and online.
- Provide consistent, high-quality information and support to our volunteer representatives so that they feel supported in their role and empowered to make change.
- Support Department Officers to lead on, design and deliver Student Voice Activities which foster belonging and enable effective representation through positive change-making.
- Provide guidance to Academic Reps on the responsibilities of their role and support them to understand available options and escalate issues to the appropriate University staff member.
- Deliver networking and collaboration opportunities for volunteer representatives, both University-wide and within their departments and faculties.
- Contribute to the development of resources and engagement initiatives to empower students on courses with low participation in academic representation.
- Promote a positive image of the Guild to its volunteer representatives, student members and University stakeholders, through upholding our values and brand.

What you'll gain

- Experience in communication and leadership, including working with stakeholders.
- Insight into University academic processes and administration.
- Real-world experience supporting volunteers and managing projects.
- Confidence in communicating with different teams and supporting your peers.

Skills you need

- A passion for ensuring students are represented and empowering others to drive change.
- Able to work in and adapt to a fast-paced, changing environment, demonstrating effective time-management skills and taking responsibility for prioritising workload and tasks.
- Able to work collaboratively with others, working effectively as part of a team and able to communicate with a wide range of people.





- Able to provide ongoing support to help others build capability and skills.
- Able to facilitate engaging training programmes and sessions.
- Able to engage people from all backgrounds and at all levels.

Key dates

- **Closing date:** Friday 21 August
- **Shortlisting:** 26-28 August
- **Interviews:** 1-4 September
- **Start date:** Monday 21 September

