

School Representative: Volunteer Role Description

Volunteer Role	School Representative
Department	Membership and Marketing
Team	Representation
Supported by	Academic Communities Coordinator
Time Commitment	Being a School Representative should take around 15-20 hours per term, including attending training and meetings and spending time consulting with other representatives in your school.
Eligibility	You must be a current Roehampton student and remain enrolled at the University of Roehampton throughout the 2026/27 academic year (typically September-July).

About Roehampton Students' Union

Roehampton Students' Union (RSU) exists to make student life better. We run events and activities, support student groups, offer advice, deliver campaigns, and make sure students have a strong voice across the University.

Becoming a School Representative is a great way to build leadership experience, enhance your CV, and contribute to meaningful improvements in the student experience.

Purpose of the Role

School Representatives are essential volunteers who play a critical role in academic representation at the University of Roehampton. Each school has one undergraduate and one postgraduate representative.

Each School Rep acts as the primary liaison between students in their school and the Students' Union. They work collaboratively with university staff, fellow students, and the SU to ensure student feedback leads to positive changes, whether academic, within the community, or related to general campus life.

This role provides an excellent opportunity for personal and professional development, fostering strong relationships across the university community and enhancing the student's academic experience.

Personal Qualities and Experience

School Reps are confident and enjoy speaking with course mates and other students. They have a good understanding of the issues impacting students at the University of Roehampton, demonstrate strong listening skills, and can communicate clearly. They have an interest in representation systems and are enthusiastic about developing their own skills through ongoing personal development.

Tasks and Activities

As a School Representative, you will:

- Represent students' academic interests.
- Lead academic representation within your school, acting as the main point of contact for student voice.
- Signpost students and staff to relevant reps and feedback channels.
- Encourage students to submit feedback and help them understand how their voice can influence change.
- Communicate with students and other reps about your work within the school and any positive changes made.
- Maintain contact with the SU about any changes, challenges, or developments in your school.
- Attend committees such as Student Voice Forum, Student Education Group, Programme Boards, RSU Education Forum, Student Senate, and termly meetings with Deans and key academic staff as representatives of your school.
- Promote the value of students and staff working together to improve academic experience.

There are also opportunities to:

- Play an active role in wider Students' Union activities and campaigns.
- Work with the Union on university-wide issues, initiatives, and developments.

Throughout your time in the role, we'll provide briefings and access to relevant resources, including:

- An archive of previous NSS, PTES, and PRES results
- Minutes from previous meetings
- Handover documents from past representatives
- Reports and briefing papers from our premium subscriptions, such as WonkHE.

In return, as a volunteer for Roehampton Students' Union, you will have the opportunity to:

- Access to training and development appropriate to the role, as well as ongoing training opportunities throughout the year.
- Build leadership, advocacy, and communication skills - great additions to your CV.
- Develop strong relationships with university staff, improving your professional network.
- Be the voice of your community, advocating for students from your school.
- Receive formal recognition for your contribution, including role certificates and references where appropriate.

We will promote your role and the work you do to represent students, influence decisions, and make real change happen.