

Job Description: Students' Union Lead Rep Fixed Term June 2025 – June 2026

Salary:	£12.60/hr + holiday pay
Hours	Around 16 hours a month, usually split to 3-4 each week, but this can vary. We can offer some flexibility around university deadlines, assessments, term breaks which would be discussed upon your appointment.
Location	There will be an expectation of some in-office working within HUBS, though the frequency and hours for this will be agreed on an individual basis to allow flexibility around university schedules and remote working needs.

Responsible to: Representation Team

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post:

To act as a key Student Representative within your School/Institute of study, liaising with students and other Representatives to gain a genuinely representative understanding of issues relating to the academic experience within your School/Institute, and using this feedback to enhance the student experience within your faculty.

2. Main Duties and Responsibilities

2.1 Role Specific Responsibilities

- Work with other Lead Reps and the SU team to gather feedback from Course Reps to develop a genuinely representative overview of issues across your whole School/Institute.
- Communicate regularly with your Education Officer to help to identify College-wide themes, attending College-Level meetings at least once a semester.
- Meet regularly with senior staff in your School/Institute to discuss departmental issues and feedback to Course Reps on the progress of issues raised.
- Represent students in an official capacity on College Student Forums and any other equivalent meetings.
- Be actively involved in and contribute to a range of projects designed to enhance the student experience.
- Attend regular meetings with Students' Union and University colleagues to identify actions and development needs, including meeting your SU Line Manager once per month at minimum.

- Meet minimum standards for core role paperwork, including submitting a timesheet and contributing to meeting notes from 1-1 meetings where relevant, by the set deadlines each month.
- Undertake any training necessary to improve performance/service.
- Keep in regular contact with your Course Reps, at least once a month utilising the Students' Union messaging- email function, to contact them to gather feedback and provide updates reliably.

2.2 Student Staff Common Requirements

A commitment to Hallam Students' Union's core values which include:

- **Passion:** You should be passionate about ensuring your work helps to ensure a great experience for members of Sheffield Hallam Students' Union.
- **Honesty:** You should display absolute integrity in your interactions with students and colleagues.
- **Dedication:** You should be dedicated to the Students' Union and ensure you uphold your commitments within your role.
- **Innovation:** You should be comfortable coming up with new ideas to improve the service we deliver to Sheffield Hallam students.
- **Diversity:** You are committed to representing all Hallam students, regardless of background or protected characteristic.

PERSON SPECIFICATION

Job Title: Lead Representative

Requirements		Essential (E) or Desirable (D)	Assessed by Application (A), Task (T), Interview (I)
1	Qualifications & Training		
1.1	Registered on a degree programme at Sheffield Hallam University.	E	A
2	Experience		
2.1	Experience of doing well in a role that requires proactive communication with students or other groups, either paid or voluntary.	E	A/I
2.2	Experience of working as a Course or Lead Representative or similar.	D	A
3	Skills & Attributes		
3.1	A commitment to diversity and representing all demographics of students within your department.	E	T/I
3.2	Strong organisational skills, with the ability to work flexibly and independently, whilst managing own workload and adhering to set deadlines.	E	A/I
3.3	Ability to work well with others with different perspectives, including with University staff.	E	A/I
3.4	Ability to present information in a clear and engaging manner, using the Microsoft Office Suite e.g. Word, Excel, PowerPoint.	E	I/T
3.5	Possess a genuine interest in making a positive contribution to the overall student experience at Hallam Students' Union.	E	I