

## Lead Representative

**£12.60 p/h**

**Around 16 hours per month (3/4 hours per week) – Term time only**

### Who we are:

We are Hallam Students' Union: we champion student rights, and work to enhance the student experience at Sheffield Hallam. We're looking for engaging and enthusiastic students to join the Students' Union team as Lead Representatives for each School/Institute at Sheffield Hallam.

### What's the job?

Lead Reps work alongside the Students' Union Representatives, Officer teams, and staff within their Academic School/Institute at the University, to present a genuinely representative perspective of students' opinions on their student and academic experience and help to ensure that students can influence decision-making at all levels. This role involves working closely to support the Course Reps within the School/Institute to ensure they can escalate feedback and be supported to resolve issues. The role includes gathering feedback, attending key meetings, building relationships with staff and Course Reps, and asking challenging questions where necessary to ensure the best changes are made for students. The work will result in students in the area feeling more strongly that their feedback is taken on board and acted upon and will help other Reps feel a part of a community with a common purpose to improve quality for students. **You would also undertake a project of your choosing to enhance the student experience in your School/Institute, in collaboration with the University**

**Lead Reps play a vital role in our democratic processes, supporting our HSU Officers in their Union priorities, and attending workshops to create an action plan and support the direction of the Union. Lead Reps also hold their Education Officer to account throughout their post, by being invited to accountability panels in November and February, to make sure they're achieving their priorities, gain an insight into the work done by officers and to support them in their next steps**

### Who you are:

We're looking for a student who has experience of doing well in a role that requires proactive communication with others, experience of working with students or student groups, and who can work flexibly and independently alongside their studies. Full training is provided to any successful candidates.

**For this, we would require 2-3 inconsecutive days commitment over July and August 2025**

### Why apply?

You'll gain an understanding of how both the University and Union run, and gain experience of working on diverse projects, and working with senior staff. You'll develop skills which are vital in the modern workplace, such as problem solving, **productivity in hybrid working**, collaboration, and relationship building, plus have the opportunity to lead on projects in areas specific to your School/Institute!

We want to make sure that our Representation System is truly representative of the student body within Sheffield Hallam University. We strongly encourage applications from students with a disability, from a BAME background or with experiences of facing discrimination, to apply. If you would like any further information or an informal enquiry about the role please contact Joanne Andrew, Representation Coordinator [Joanne.Andrew@shu.ac.uk](mailto:Joanne.Andrew@shu.ac.uk)

**For further information and an application pack please visit the Hallam Students' Union website**

<https://www.hallamstudentsunion.com/jobs-with-shusu/>

Closing date for receipt of all applications is **10am on 28<sup>th</sup> April 2025**

Interviews are currently planned to be held from **19<sup>th</sup> May to 30<sup>th</sup> May 2025**