



# Deputy Faculty Representative Role Description

Deputy Faculty Representatives have responsibility for representing the interest of students at Faculty level and working closely with Faculty Reps supporting with the coordination and promotion of Course Reps and Course Rep Leaders and attending and reporting on activities at Education Zone meetings. This is a fantastic volunteer role at Hull University Union and a great opportunity for someone with a strong sense of leadership, initiative, and determination to play a vital role in student representation.

## **Aim:**

The Deputy Faculty Rep will support, inform and direct Faculty Reps within their Faculty by offering guidance and leadership, while assisting in the enhancement of academic practices by providing crucial feedback to the University and Hull University Union. Deputy Faculty Reps will represent the student voice at Faculty level and will have major input into the direction and quality of education at the University.

## **Key Responsibilities:**

- Complete Hull University Union training
- Support the Faculty Rep to lead a team of Course Rep Leaders and co-ordinate the work of Course Rep Leaders within their Faculty so that representation is running smoothly
- Deputise for the Faculty Rep at Faculty-level meetings
- Attend Education Zone Open Meetings
- Report on activities at Education Zone Open Meetings
- Campaign on educational issues
- Attend Student-Staff Forums in your Faculty (SSF) (optional)
- Support the promotion of recruitment of Course Reps and Course Rep leaders in programmes within your faculty, with the support of the President of Education and the Education Co-ordinator.

## **Skills and Experience You Could Develop:**

- People management
- Leadership
- Lobbying the University for change
- Decision-making
- Networking with senior members of University staff
- Event Organisation
- Chairing Meetings

## Benefits:

- Develop transferable employability skills
- Be part of a dynamic and engaged team
- Improve academic standards and the teaching for thousands of students in your Faculty
- Influence University and Union policy and decision making
- Opportunity to be part of Hull University Union-led campaigns to improve students' learning experiences
- Receive one-to-one support from the President of Education, Faculty Rep and Education Co-ordinators
- Be eligible for awards at the annual HUU Awards
- Develop your knowledge of the Higher Education sector
- Develop professional working relationships with senior members of University staff

## Person Specification

	Essential	Desirable
Passion for representing students and improving the quality of education within your Faculty	✓	
Desire to learn about University structures and procedures, and to listen to a variety of opinions	✓	
Committed and willing to dedicate the necessary time to the role	✓	
Excellent communication skills (verbal, written and listening)	✓	
Be a registered student at University of Hull for 2019/20 academic year and be a full member of Hull University Union	✓	
Ability to take initiative		✓
Leadership skills		✓
Effective time-management		✓
Relevant experience of leading and engaging with other students, e.g. as a Course or Subject Rep, Ambassador, Society or Club President etc.		✓

## Expected Time Commitment:

On average we hope that you will spend between 4-6 hours a week in this voluntary role. Some weeks will be more demanding than others.

## How to become a Deputy Faculty Rep:

To become a Deputy Faculty Rep, you will first need to complete an application form expressing why you consider yourself to be suitable for this role. Shortlisted candidates will be invited to attend an interview with Hull University Union and the highest-scoring candidates at interview will be appointed as Deputy Faculty Reps.

Candidates must be members of the Faculty for which they are applying.

To find out more, please contact [hUU-representation@hull.ac.uk](mailto:hUU-representation@hull.ac.uk)