



JOB DESCRIPTION

JOB TITLE:	RESEARCH REP
POST GRADE:	VOLUNTARY
DEPARTMENT:	MEMBERSHIP SERVICES
LOCATION:	COVENTRY
RESPONSIBLE TO:	Faculty Engagement Lead

To be able to apply, you need to be:

- A student studying at the main Coventry Campus of Coventry University
- Studying until Dec 2023
- Not on a full-time placement during the 2023-24 Academic year

Purpose

To be responsible for representing students on your course on matters relating to their learning experience. To deliver constructive feedback and provide solutions to improve education for the students they represent.

Main Duties and Responsibilities

1. Gathering constructive feedback from students on their course
2. Raising feedback that has been gathered during Your Course Conversation Meetings
3. Closing the feedback loop by promoting any wins or changes to students on their course
4. Playing an active role in focus groups relating to their campus
5. Maintaining good relationships with their Education Representatives
6. Disseminating information from the university or Your students' Union to the wider student body on your course
7. Supporting recruitment of Reps for their course
8. Completing essential mandatory training



General Responsibilities

1. To be well-organised, reliable, and punctual with attention to detail.
2. To be committed to Your Students' Union's values by being Helpful, Inclusive and Ethical.
3. Observe all Health and Safety policies and procedures.
4. Undertake any other duties commensurate with the grade range of the post.

Time Commitment

1. Training (1 hour)
2. Student Voice Meetings (4 hours; 1 hour per semester)
3. Gathering feedback (4 hours; 2 hours per semester)

Benefits and Rewards

1. Excellent experience that'll help with career advancement such as leadership, communication, time management, and public speaking skills.
2. Access to training, additional workshops, and support
3. Networking events with staff and sabbatical officers
4. Eligible for Leadership Award
5. Eligible for the following Digital Badges:
 - Student Insight
 - Online Engagement
 - SU Essential Training
 - SU Optional Training
 - Feedback
6. Eligible for the Student Rep Leader Pathway

Recruitment Process

1. Complete an application and indicate that you are interested in being a research Representative
2. A welcome pack will be sent to your email and training will be arranged for the role.

If you have any questions, please get in touch at reps.su@coventry.ac.uk



PERSON SPECIFICATION

POST: *Research Rep*

	CRITERIA	(E) ESSENTIAL (D) DESIRABLE	MEASURED BY:
1	Qualifications and Training		
1.1	Level 2 Qualifications which demonstrate proven numeracy and literacy skills (e.g. GCSE Maths and English or equivalent)	E	A, D
1.2	Currently studying on a course provided by Coventry University	E	A, D
2	Experience		
2.1	Experience of attending meetings and providing views and opinions	D	A, T
2.2	Experience of representing the views and opinions of others in a non-bias manner	D	A, T
2.3	Experience of gathering feedback and analysing data	D	A, T
2.4	Experience of creating engagement content across a range of platforms (Print, Digital, Social Media)	D	A, T
2.5	Experience conducting and facilitating research activities.	D	A, T
3	Knowledge, Skills and Ability		
3.1	Ability to work well with staff and students	E	A, I
3.2	Understanding of Student's Union representation structures	E	A, I
3.3	Ability to communicate with a range of audiences across a range of platforms (Phone, In Person, Online Chat, Email)	E	A, I
3.4	Ability to use a range of software packages such as Microsoft Office and bespoke Students' Union systems.	E	A, I
3.5	Ability to maintain excellent administrative systems	E	A, I
3.6	Ability to analyse, interpret and report factual data and information	D	A, I

3.7	Ability to proof read, accuracy and attention to detail.	D	A, I
Disposition/Attitude			
4.1	Flexible approach to working hours.	E	I
4.2	Work on your own initiative without close supervision on routine processes	E	I
Special Conditions			
5.1	A student studying at the main Coventry Campus of Coventry University	E	A, I, D
5.2	You must be studying at least until Dec 2023		
5.3	You must not be on a full-time placement during the 2023-24 Academic year		
5.4	Eligibility to work in the UK		

Values and Attitudes

The successful candidate will be expected to comply with all CUSU's policies and procedures. They will need to be enthusiastic and adaptable and be willing and able to work in a student led democratic environment.

Measured by is method by which you will be asked to demonstrate:

A) Application form **I)** Interview **T)** Test/Exercise **D)** Documentation