City Students’ Union

Opportunity Profile

This opportunity profile is designed to give you an idea of what your position with the organisation will involve. It highlights the commitments, skills and benefits you can expect taking up the role.

Role: **Programme Representative**

Department: Representation and Democracy

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**Opportunity:** As a Programme Rep you are the main link between the staff and students on your course. You will gather and represent the views of your fellow students to staff and work with staff to improve your course.

**Benefits:** Training and development, skills development, networking, career useful experience

**Duties and Responsibilities:**

- Represent students on your programme or course by collecting their feedback on both academic and non-academic issues.
- Report on good and bad issues affecting your cohort.
- Liaise with Programme Directors, Course Officers, Tutors and Administrators regularly.
- Attend and actively contribute to Committees and meetings, such as the Student-Staff Liaison Committee, Student Experience Committee and Programme Committees.
- Feedback the progress with issues raised, what decisions are being made and what you are doing in your role to the students you represent.
- Actively promote the National Student Survey and other surveys designed to collect student feedback and to encourage student participation in these surveys.
- Work collaboratively with the School Representative Officer for your School to actively promote Students’ Union activities, including educational campaigns.
- Run local campaigns on academic issues if appropriate, supported by the Students’ Union.
- To be a point of information for students on your programme.
- Regular communication with the Students’ Union at Programme Rep Forums and relevant meetings.
- Actively engage in the online Programme Rep Community and take advantage of training opportunities where possible.

**Training and Support:** Programme Reps are trained at the start of their term or office, and are supported throughout the role, with a wide range of additional training sessions and opportunities for development.
**Skills gained:**
- ☒ Written Communication
- ☒ Teamwork
- ☒ Organisational skills
- ☒ Verbal Communication
- ☒ Time management
- ☐ Marketing
- ☐ Delegation
- ☒ Financial management
- ☒ Citizenship
- ☒ Decision making
- ☒ IT skills
- ☒ Community awareness
- ☒ Problem solving
- ☒ Leadership
- ☒ Cultural awareness
- ☐ Numeracy
- ☒ Networking
- ☒ Creativity
- ☐ Environmental awareness
- ☒ Project management
- ☒ Learn a new skill
- ☐ Other: Click here to enter text.

**Time commitment:** The Role is voluntary, but we recommend at least 1 hour per week not including University meetings.

**Qualifications/ Experience Required:** No prior experience is required.

**Method of appointment:** Election in Class.

**Venue:** Variable depending on Programme represented.

**Operates alongside:** Vice President Education, School Representative Officer, University staff (particularly at Programme level), Students’ Union Staff.

**For further information contact:**
Elections occur in the first few weeks of Term, and will be run by your Course – who works closely with the Students’ Union.

The Students’ Union can be contacted at studentrep@city.ac.uk or 020 7040 5605.