

Job Description: Academic Rep Facilitator



DEPARTMENT: Student Influence: Voice & Advocacy Team
DEPT PURPOSE: Strengthening Student Representation & Local Influence
REPORTING TO: Student Influence Coordinator (Academic Advocacy)
DIRECT REPORTS: None

PURPOSE OF ROLE:	To provide Academic Reps with the resources, support, and knowledge needed to empower them to organise and influence their academic experience.
IN PARTICULAR:	<ol style="list-style-type: none"> 1. Develop an excellent, student-centred understanding of the Academic Rep system at Sheffield Students' Union 2. Improve Academic Advocacy through community organising-led methods for system change and delivery 3. Effectively report on student sentiment through engagement with key meetings, software, and relationships

MAIN RESPONSIBILITIES		KEY RESULT AREAS
1. Understand and Empower Academic Reps		
a)	Lead one-to-one conversations with Academic Reps, focussing on their opinions, experiences and ideas for the Academic Rep system	<i>Appropriate channels and targeted messaging is used to engage with a variety of audiences</i>
b)	Train and organise student leaders to deliver changes to the Academic Rep system	<i>Recruit student community organisers to develop inclusive learning communities</i>
c)	Identify and deliver new projects to improve the effectiveness of student advocacy	<i>Review and develop participation/support plans for Student Leaders and volunteers to support diverse representation / involvement</i>
2. Build Relationships in the Academic Rep System		
d)	Lead one-to-one conversations with School-level University staff to understand barriers and opportunities for influence	<i>Evidence of high satisfaction with the SU from key stakeholders</i>
e)	Provide up-to-date insight into Schools and Faculties to SU Officers, SU staff teams, and influence spaces across the Union	<i>Strengthen channels for insight sharing and impact monitoring</i>
f)	Research and develop expertise around systems and methods of representation and community organising	<i>Embrace change and development in a positive manner.</i>
3. Provide Systems Support for Change		
g)	Administer our data and systems, supporting effective SU-to-Student communication	<i>Appropriate channels and targeted messaging is used to engage with a variety of audiences</i>
h)	Collate and report student-led changes made via Student Staff Committees and University sub-committees	<i>Strengthen channels for insight sharing and impact monitoring</i>
i)	Support and attend Student Staff Committees, SU Council, Forums, and wider influence spaces	<i>Maximum availability of services. Embrace the culture of SSU and its values.</i>

4. General Duties (All Staff)		
j)	Maximise the potential of effective internal communication.	<i>Appropriate channels and targeted messaging is used to engage with a variety of audiences.</i>
k)	Contribute to the positive image of SSU with students, University other stakeholders and staff.	<i>High satisfaction responses to surveys, NPS, awards etc.</i>
l)	Work with colleagues to ensure a full effective service is provided at all times; provide cover as necessary.	<i>Maximum availability of services. Embrace the culture of SSU and its values.</i>
m)	Ensure personal knowledge and skills are up to date to ensure effectiveness in meeting work objectives.	<i>Evidence of attendance at training events, seminars, conferences etc. Embrace change and development in a positive manner.</i>
n)	Such other duties as may be reasonably prescribed by SSU, appropriate to the grade and responsibilities of this post.	<i>Embrace all opportunities in a positive manner. Willing to use new methods and approaches. Enthusiasm towards changing circumstances. Staff behaviours are demonstrated.</i>

Staff Behaviours:

The following behaviours has been developed in line with our organisational strategy for staff to aspire to, and be measured against, as part of their annual performance review and ongoing development:

- Delivers service excellence
- Communicates effectively and works as a collaborative team
- Builds strong working relationships
- Demonstrates social responsibility, recognises ethical and environmental working and complies with legal requirements
- Creates and maintains a 'can do' culture
- Demonstrates financial awareness and optimizes the use of resources
- Demonstrates creativity and innovation
- Demonstrates effective decision-making and problem-solving

PERSON SPECIFICATION

KEY: E = Essential, D = Desirable A = Application Form, I = Interview;
X = Assessment Exercise, R = References;

	CRITERIA	E / D	Assessed Via
Professional Skills	A clear understanding of the purpose of this role, as well as the purposes of the Students' Union as laid out in our strategy	E	A / I
	Commitment to working in line with our Staff Behaviours	E	A / I
Knowledge & Experience	Knowledge of student-led engagement at Sheffield, such as Academic Reps, societies, or student activism	E	A
	Understanding of the relationship between changemaking and academic experience, which may be demonstrated through reflection of your own academic experience	E	A / I
	Clear administrative experience, including managing tasks and keeping accurate records,	E	A
	Experience in a professional setting involving customer service or stakeholder engagement	D	A / I
Advocacy	Excellent knowledge of the Academic Reps system at Sheffield Students' Union, through experience or research	E	A / I
	Understanding of making change in the wider Students' Union, including the roles of our Officer Team	E	A/I
	Experience empowering others, ideally in a leadership or advocacy setting	E	A
	Experience of a previous role in a community or changemaking setting	D	A / I
Communication	Excellent overall verbal and written communication skills	E	A / I
	Experience adapting communication style and tone to meet the needs of diverse audiences	E	A / I
	Ability to demonstrate personality and empathy through written and verbal communication	E	A / I
	Experience in a role of setting where effective communication led to clearly defined outcomes	D	A / I