

Job title:

PGR Voice Facilitator

DEPARTMENT: Student Influence: Voice & Advocacy Team

DEPT PURPOSE: Strengthening Student Representation & Local Influence

REPORTING TO: Academic Advocacy Coordinator

DIRECT REPORTS: None

**PURPOSE OF
ROLE:**

To strengthen the Students' Union's engagement with Postgraduate Researchers (PGRs) through visibility within PGR voice spaces, supporting PGR representation, and proactively developing new initiatives and opportunities that align with PGR needs, identities, and priorities.

IN PARTICULAR:

1. To build relationships with PGR Reps, increasing trust, visibility, and engagement with the SU through consistent presence and meaningful interaction.
2. To identify gaps in current SU provision for PGRs to design, test, and implement new initiatives and opportunities that better reflect their academic and professional priorities.
3. To gather and share regular insight into PGR needs and experiences, ensuring SU work is informed by a clear and evolving understanding of how to effectively engage this group.

KEY RESPONSIBILITIES

People

Embedding SU opportunities within PGR voice spaces	Establish a visible and consistent presence within Faculty and School-level PGR spaces, promoting existing SU opportunities in these spaces
Delivering 1-2-1 engagement with PGRs	Conduct regular 1-2-1 conversations to explore needs, experiences, and opportunities for SU involvement

Planning	
Developing new PGR-focused initiatives	Identify gaps in SU provision and design new opportunities (e.g. forums, professional development, community initiatives) aligned with PGR needs
Testing approaches to engagement	Pilot new ways of working with PGRs and evaluate their effectiveness
Influence	
Work collaboratively across teams	Work with SU staff to adapt communications, opportunities, and processes to better reflect PGR needs and ensure they are accessible and relevant to PGRs
Provide Insight into PGR priorities and issues	Ensure findings are shared in Huddles, meetings and other relevant spaces
Required to attend SU initiatives	Ensure PGR voices are present in influential spaces across the SU

PERSON SPECIFICATION

Experience		Essential/Desirable
1	Passionate about student voice, research culture and improving the postgraduate research student experience	Essential
2	Previous experience in providing feedback as a PGR to improve the PGR experience or engagement as a PGR Rep	Desireable
Skills/personal attributes		
3	Excellent interpersonal and team-working skills	Essential
4	Ability to work within systems, with a set role that supports a larger vision	Essential
5	Organised and able to manage regular engagement and reporting cycles	Essential
6	Creative and proactive approach to engagement and problem-solving	Desireable
Qualifications		
7	You must be a current PGR student at the University of Sheffield - other than that no formal qualifications or training are required.	Essential
8	Willing to undertake development related to the role or which supports Sheffield Students' Union priorities	Essential