

Cardiff Met SU School Representative – Position Descriptor.

Become the lead representative for student voice within your School as a Cardiff Met SU School Representative! This exciting opportunity allows you to shape the student experience, lead your School's SU representation, and work closely with the SU Vice-President Education, Student Officers, and fellow School Reps to make meaningful change.

As a School Rep, you'll oversee the Course Rep structure, gather and escalate student feedback, and collaborate with the Associate Dean for Student Engagement (ADSE) to address school-wide issues. You'll co-chair the Student-Staff Liaison Committee (SSLC) and play a key role in the School's Learning and Teaching Meetings. Full training and ongoing support from the SU Voice team and Vice-President Education will help you thrive in this role.

This position is essential in bridging communication between the SU and your School, ensuring students' voices are heard at every level. You'll engage with students across all courses, promote the student experience, and work with academic staff to enhance learning and teaching.

This rewarding role offers significant personal and professional development, ideal for strengthening your CV and building leadership, communication, and organizational skills. It's also a fun, dynamic way to get involved and create positive, visible change.

How to Apply

Submit a 300 - 500-word letter outlining the main issues within your School and how you'd address them. Send your application, including your student number, course and year of study, too Representation@Cardiffmet.ac.uk.

Applications close on August 31st. Interviews begin the week of 1st September on Teams 2025. Mandatory in-person training takes place the week of 15th September 2025.

Please note, these roles can only be held by students who will be enrolled with Cardiff Metropolitan University for the full 25/26 Academic year, and you must be on a programme within the role you are applying for.

Role's Available: <i>(You may only hold a position from the school in which your programme is in.)</i>	<ul style="list-style-type: none">• School Representative for the School of Art and Design• School Representative for the School of Education and Social Policy• School Representative for the School of Sport and Health Sciences (Llandaff)• School Representative for the School of Sport and Health Sciences (Cyncoed)
Responsible To:	SU Forum

Reimbursement: <i>(Please note the successful candidate will not hold employee status with the Students' Union but will receive a monthly bursary upon attendance of the SU Forum)</i>	<p>£100 Bursary Per Month.</p> <p><i>School Representatives are required to submit a satisfactory report to the Students' Unions Forum in order to receive their bursary.</i></p> <p><i>Please note during April, the SU Forum will pause – and as such bursaries will not be distributed for this month.</i></p>		
Post Commencement:	1 st September 2025	Post Expiration:	31st May 2026
Responsibilities:	<ul style="list-style-type: none"> • Lead the team of Course Reps in your School and help make sure they're supported. • Share updates every month and attends Student Forum meetings to keep everyone in the loop. • Help make real, positive changes for students in your School. • Work with SU staff and the Vice-President Education to make sure student voices are heard. • Talk to other students to gather their ideas, feedback, and concerns – then help make sure action is taken. • Help create a fun and engaging School environment by supporting or running events. • Represent students in key meetings at both School and University level. • Be a friendly face of the SU – help raise awareness and encourage others to get involved. • To act in accordance with the Students' Unions byelaws and governing documents. 		
Person Specification:	<ul style="list-style-type: none"> • Someone who's excited to take on this role and make the most of the opportunities it offers. • A basic understanding of the Students' Union and how student voice works at Cardiff Met. • Great people skills – someone who can chat, listen, and communicate clearly. • A team player who's open-minded and ready to hear different views. • Someone who's happy to speak with fellow students to find out what matters to them. • Confident sharing other students' opinions and helping push for positive change. • Must be a student enrolled at the Cardiff Metropolitan University for the academic year 25/26 		