



Campus Council Job Description

What is a Campus Council Rep?

As a Course Rep you will have an opportunity to apply for the role of a Campus Council Representative. As a Campus Council Rep you will represent the views of learners at **campus level**.

Who can be a Campus Council Rep?

Any learner who is a Course Rep at SSC who is passionate about succeeding and helping others to succeed.

What are the advantages of being a Campus Council Rep?

It looks great on your CV; it helps you to develop useful and employer-friendly skills, essential for helping you to stand out from the crowd; it offers an opportunity to meet new people/make new friends and to meet the College's key decision makers. They are a very friendly bunch of people and they will help you to have your say and make the College a better place and help your course reach its full potential. As if that wasn't enough, you will receive a certificate of recognition for being a Campus Council Rep.

Main duties include (but not limited to):

- In addition to the requirement to attend the 3 **Learner Voice Forums** you will also be required to attend 6 **Campus Council meetings** throughout the year.
- Talking to learners on your course **and on other courses on your Campus** to actively seek out issues, suggestions, compliments in relation to those courses/your College.
- Accurately record the details of each issue/suggestion/compliment manually or electronically (notebook/tablet) for discussion at meetings, prioritising and fast tracking more urgent issues directly to the Learner Voice Co-ordinator.
- Be a useful source of information and share information/feedback with the College and other learners on your course in a professional, positive, accurate and timely manner; (incl. details of changes implemented/College plans, as a direct result of learner feedback).
- Successful candidates will also have the opportunity of attending other events, such as Open Events etc. to represent the College and your course (full training will be provided, and travel costs reimbursed).

Reporting to:

The Learner Voice Co-ordinator will be your direct contact for day to day queries/issues/organisational aspects, however, meetings will be attended by a number of staff whom you will engage with and report to, these include: members of the College Governing Body, Assistant Principal Learner Services, Learner Services Manager, Learner Voice Co-ordinator, Assistant Principal Curriculum, Assistant Principal Quality, Director of Estates & Projects, Director of Marketing, Head of Teaching and Learning and other Curriculum/Business Support Area Managers.

Person Specification:

Qualifications & Knowledge: Good IT skills preferable but not essential.

Skills:

The ability to work as a member of a team, computer literate (preferred), ability to organise your own workload, good communicator and listener, able to demonstrate discretion when dealing with sensitive issues, accurate note taking and record keeping, ability to form and maintain appropriate professional relationships and personal boundaries, willingness to use authority and maintain good levels of discipline in an education environment (e.g. good behaviour, attendance, punctuality), responsible and respectful attitude towards all staff, students and visitors, to be a good role model to others. It is essential that candidates are pro-active in seeking out and checking accuracy of information (e.g. checking emails for updates/meeting dates etc.)

How to apply?

Please inform your Course Tutor ASAP to register your interest for this post. The absolute deadline for Campus Council Rep selection is **Friday 1st October 2021**. Successful applicants will be notified during w/c 11th October 2021 and training will commence **w/c 18th October 2021**.

Please direct all queries to: sam.morris@southstaffs.ac.uk