



St Mary's
University
**Students'
Union**



Subject Chair
Recruitment Pack



About the role

We are currently recruiting seven Subject Chairs to represent students across the seven schools to support academic representation.

Job Title: Subject Chair

Responsible to: Membership Services Manager

Pay: £13.15/hour

Hours: to be based on organisation need and offered to the Subject Chair Team

Term: Fixed, to Summer 2025

Start Date: ASAP

The roles are:

- Subject Chair for the School of Business and Communication
- Subject Chair for the School of Law and Society
- Subject Chair for the School of Allied Health and Life Sciences
- Subject Chair for the School of Sport, Exercise and Applied Science
- Subject Chair for the School of Education
- Subject Chair for the School of Theology
- Subject Chair for the School of Liberal and Creative Arts

What is a Subject Chair?

Subject Chairs are current students, who are appointed to represent their overall School and Faculty

- Subject Chairs are a vital part of our representation structures and work closely with Course Reps, Academics, the Education President and University Senior Leadership to improve the quality of education, and overall student experience at St Mary's University.
- They actively participate in high profile meetings/committees to ensure student voice is heard at the highest level of university.
- They act as a key contact for Course Reps to help them elevate any concerns, and advise, support and signpost, where needed.



About the role

Expectations:

- Act as the lead student representative for their School and Faculty
- Collect and analyse feedback from Course Reps within their School and Faculty at Student/Staff Forums and pass on to the Education President and Student Voice Coordinator.
- Attend and support Academic Representation Steering Group meetings to discuss ongoing course feedback in order to identify trends and close the feedback loop.
- Be available to meet regularly with Course Reps across their School or Faculty
- To maintain good relationships, and be in regular contact, with academics, students and the Students' Union.
- Attend monthly 1-2-1 meetings with the Student Voice Coordinator as well as regular Subject Chair Catch-Ups.
- To be an overall advocate, and promoter of wider SU events, campaigns, and democratic structures, including but not limited to Education Council and Members Meeting.
- To attend Educational Council Meetings, Big Rep Meetings and Members Meetings.

What's in it for me?

- This role is paid at a rate of £13.15/hour
- You'll receive a comprehensive training package to ensure you feel supported and prepared for the year ahead, with the option of additional training sessions for personal development
- You'll also receive a care package during your induction to welcome you to the team! (including a Subject Chair hoodie).
- Dedicated Teams channel for all Subject Chairs to connect and share any questions, feedback and ideas.
- Support from monthly 1-2-1 meetings with Student Voice Coordinator and SV Rep Catch-Ups.



Your Skills & Next Steps

First and foremost, we're looking for students who want to improve the academic experience for those studying within their School at St Mary's University.

Person Specification

- Commitment and passion for the SU (E)
- Experience of academic representation, including as a course rep (D)
- Reliable (E)
- Approachable (E)
- An understanding and commitment to the principles of student representation (E)
- Willingness to speak your mind (E)
- Ability to work effectively as a member of a team (E)
- Excellent communication skills (E)
- Excellent time management and organising skills (E)
- Ability to thrive in a busy and fast-paced environment (E)

(E) - Essential criteria

(D) - Desirable criteria

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.

How to Apply

To apply, fill out an application form, which can be found on our website:

Applications close 19th May 2024 at midnight.