

Hall Representative (Volunteer)

**Organisation Summary**

Aston Students’ Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience, including advice and support, student representation framework, over 100 clubs and societies, accommodation advice, annual events and much more.

**Summary**

We are looking for people to join as Hall Representative Volunteers to act as a liaison between students residing in university halls of residence and the Students' Union (SU). This role will involve fostering a sense of community within the accommodation and promoting engagement with SU activities. This role provides a unique chance to become a pivotal figure in your accommodation community, actively influencing student life and fostering a stronger connection between residents and the Students' Union. You will contribute significantly to creating a vibrant and supportive accommodation community and positively impacting the student experience within your university's halls of residence.

**Principle Purpose of role:** To represent the interests and needs of students living in your hall of residence and promote SU activity.

**Location:** Aston University Campus:Aston Students’ Union, B4 7BX

**Main Duties and Responsibilities:**

1. Student Representation: Represent the residence that live in your your hall of residence.
2. Event Coordination: Organise and manage relevant events within your accommodation, including social gatherings for residents.
3. Engagement: Foster connections among students and other reps within your halls, while also supporting SU events and initiatives.
4. Issue Resolution: Address and raise any issues that emerge within the halls of residence, ensuring that student concerns are effectively communicated.
5. Meetings: Attend monthly meetings with the VP Communities.
6. Student Council Participation: Participate in the Student Council meetings to contribute to broader student discussions.

**Skills Development:**

This role offers an excellent opportunity to develop valuable skills that include:

1. Leadership: Take on a leadership role within your accommodation community.
2. Communication: Enhance your communication skills by engaging with a diverse group of students, representatives, and stakeholders.
3. Organisational Skills: Learn to plan and execute events and campaigns efficiently.
4. Interpersonal Skills: Build relationships with fellow students and collaborate effectively within a team.
5. Teamwork: Collaborate with other reps and SU members to achieve common goals.

**Opportunities & Benefits:**

By taking on the role, you can benefit in the following ways:

1. Discounts: Enjoy discounts at our commercial services, such as the Lounge and SU shop.
2. CV Enhancement: Develop your resume by acquiring valuable skills, receiving training, and demonstrating your commitment to community engagement.
3. Positive Impact: Make a tangible difference in the student experience by contributing to a supportive living environment.
4. SU Involvement: Gain deeper involvement in the SU and student experience, fostering personal growth and a deeper understanding of university governance.
5. HEAR Report: Document your experience as a Hall Rep to enrich your Higher Education Achievement Report (HEAR).

**Standards:**

1. The post holder will be expected to both professionally and personally, display a positive image of Aston SU.
2. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
3. To actively demonstrate commitment to equality, diversity, and inclusion.
4. The post holder will be expected to abide by the Union’s various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

# **Shortlisting Criteria**

**Essential:**

* Fluent in English.
* Polite, positive and friendly manner.
* Ability to stay calm and patient in challenging situations.
* Reliable with excellent time keeping.
* Ability to work as part of a team and on own initiative.
* Flexible and adaptable.

**Desirable:**

* Experience working with students.
* Knowledge of Aston University services
* Knowledge of Aston Students’ Union services

**Applicant information**

**Eligibility**

This role is only available to current Aston students who will be available to work on campus immediately enrolled at Aston throughout 2023-2024

* Type: **Volunteer –**This role is a voluntary role for Aston Students.
* If you would like to clarify any information or have an informal chat about the role, please email [vp.communities@aston.ac.uk](mailto:vp.communities@aston.ac.uk)
* To apply, please fill in the following MS Form:-

<https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=DJWFoCVM1USUWrhS-kSiIeDKRO-2GsNOlu3pnS7M6ZlUOFdOVlBKV08xVUtMM0U4WUNXT1I2SUtYWi4u&Token=03c82887324e4807b6d7b77af4d768bc>

* Application closing date: Monday, 2nd October 2023
* Interview date: Wednesday, 11th October 2023