

Faculty Advocate Role Description

Term:	1 Academic Year
Expected Commitment:	2-3 hours per week (Term-time)
Location:	Waterside
Designated Staff Member:	Advocacy Co-ordinator

RESPONSIBILITIES

Communication

- Gathering feedback from students and keeping abreast of faculty-related issues through a variety of communication methods,
- Creating and maintaining communication routes to gather information from Course Advocates within your faculties,
- Reporting back to Course Advocates and students with updates,
- Promoting your role and the Students' Union to the student community, ensuring that they are aware of their Student Voice,
- Liaising with other Faculty Advocates to gain support and ideas on cross campus campaigns and concerns,
- Engaging with online communications with Course Advocates and the students within your faculty through the CourseMates system,
- Liaise with senior level staff within your Faculty to ensure the student experience is of a high quality

Meetings

- Attending termly Faculty Student Experience Committee (FSEC) meetings and Faculty Quality and Standards Committee (FQSC) meetings to represent views of students
- Attending and contributing to the monthly Education Committee to inform and update the VP Education on issues raised
- Attending monthly Student Council to ensure that educational issues are paramount to the work of the Students' Union, Councillors and the student community.
- Raising any concerns/topics to be discussed in the Education Committee to the Chair
- If you cannot attend any meetings, to send your apologies to the Chair with any feedback you have gathered
- Support the creating and delivery of Faculty-wide meetings for the collection of student opinion, dissemination of research and reporting for accountability

Training

- Attending initial and additional training necessary to fulfil your role, face to face and online,
- Support the identification of training needs of the Faculty and Course level advocates,

SKILLS/INTERESTS

During your time in the role we expect that you will develop the following skills that will contribute towards your own personal development and the Changemaker award:

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| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Team work |
| <input checked="" type="checkbox"/> Positive work ethic | <input checked="" type="checkbox"/> Networking |
| <input checked="" type="checkbox"/> Organisation and action planning | <input checked="" type="checkbox"/> Problem-solving, analysis and investigation |
| <input checked="" type="checkbox"/> Self-management and reflective learning | <input checked="" type="checkbox"/> Leadership |
| <input checked="" type="checkbox"/> Opportunity-recognition | <input checked="" type="checkbox"/> Influencing, persuading and negotiating |

WHAT YOU'LL GET OUT OF IT

- The opportunity to develop the skills outlined in the section above
- Access to a tailored training programme to support your development
- Recognition of your commitment through the University's Changemaker Award
- Shortlisting the winners of the STAR awards and being invited to the prestigious event
- Sense of achievement of making a real difference to the lives of those studying on campus
- The opportunity to work with a diverse range of people within our student community

COMMITMENT & LOCATION

- This is a very flexible volunteer role that enables you to fit your volunteering around your existing commitments and academic work. It provides a great deal of autonomy and opportunity for increasing responsibility. Typically, we would expect an average commitment of 2-3 hours per week however this fluctuates for those weeks including meetings.
- The role will take place in your own Faculty however meetings or events may take place at Waterside, Avenue or at the Platform.
- Faculty Advocates as a collective will set the day and time for the monthly Education Committee for the year
- Student Council which takes place once a month on a Thursday between 6.00pm and 8.00pm

RECRUITMENT PROCESS

Faculty Representatives are recruited by an election process in each Faculty hosted by the Students' Union website.

If you have any questions about the recruitment process or the role, please do not hesitate to contact the Advocacy Team at SU.Advocates@Northampton.ac.uk