**Job description**

**Job title:** College Representative (UG/PGT)

**Salary:** London Living Wage *(currently £13.85, August 2025)*

**Hours:** 30 during semester 1 and 30 hours in semester 2, (total 60)

**Reports to:** Co-President Democracy and Education

Have you been a student rep at SOAS, or are you a new postgrad who wants to get involved? We have an exciting paid opportunity for SOAS-ians who want to champion the Student Voice. We are recruiting for six College Reps: one undergraduate\* and one postgraduate taught per college, who will be leaders and role models for the volunteer student reps.

\*Undergraduates entering their second+ year at SOAS, who have experience as a department or programme rep are encouraged to apply. However, if you feel you meet all the criteria **and** have other relevant experience, we'd still like to hear from you.

**Summary purpose of job:**

To strengthen the student voice within the assigned College by leading, motivating and supporting your College team of Department and Programme Reps, and presenting collated student feedback on the major concerns affecting students within your college. The expectation is that you will support volunteer reps and be an escalation point for reps feedback.

**Duties and responsibilities:**

* Represent the views of students in the College.
* Support the election and co-option of Department and Programme Reps within the assigned College by promoting awareness and engagement among all student cohorts.
* Represent the Rep Network to students in core lectures and other settings as and when required, particularly during rep elections.
* Support the Co-President Democracy and Education in delivering training to volunteer reps.
* Lead, motivate and support Department and Programme Reps to effectively collate and present student feedback.
* Develop and maintain good working relationships with senior members of staff in the college as well as the different departments that belong to it.
* To read feedback logs, reach out to Department and Programme Reps to gather feedback and report on them in the aforementioned meetings.
* Attend all training and supervision sessions required.
* Attend all meetings required to carry out the role, including with the Head of College.
* Carry out duties which naturally fall within the reasonable expectations of the role.
* Carry out duties in compliance with the rules, policies and procedures of SOAS Students’ Union, and SOAS policies regarding equality & dignity and safeguarding at SOAS.
* To work within, promote and uphold the student-led and democratic ethos of SOAS Students’ Union.

**Person Specification**

**Qualifications:**

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| --- | --- |
| Must be an undergraduate or postgraduate taught SOAS student enrolled for the year 2024/25 | Essential |
| Must have the right to work in the UK | Essential |

**Experience:**

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| --- | --- |
| Previous volunteering as a Student Rep at SOAS or similar role elsewhere | Essential for UG - Desirable for PG |

**Knowledge:**

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| --- | --- |
| Understanding of student academic representation at SOAS  | Essential |
| Knowledge of the SU democratic structure | Desirable |

**Skills and abilities:**

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| --- | --- |
| Ability to develop positive working relationships with students, academics, and support staff | Essential |
| Ability to take a constructive and co-operative approach to resolving problems | Essential |
| Ability to work as part of a team, and develop transparent ways of working | Essential |
| Excellent verbal and written communication skills  | Essential |
| Ability to write clear and concise reports and communications | Essential |
| Organisational skills including time management and prioritisation  | Essential |
| Using Microsoft Office 365 software, including Outlook and MS Teams, or willingness to learn | Essential |