

# University of Bath Students' union

## Lead Representative – City – Private Accommodation

<p><b>Role:</b> Lead Hall Representative (1 year post)</p>	<p><b>Department:</b> Students' Union</p>
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To work with the City Lead Rep to organise and chair area committee meetings and oversee the City area reps and hall activities</li> <li>• To represent your area at a Hall Forum twice a semester</li> <li>• To attend monthly Lead Rep meetings to share ideas with other area Lead Reps</li> <li>• To represent students in your area and act as a contact between first years, the Students' Union and the University</li> <li>• To help plan and promote events and activities within halls and cross-campus that work towards meeting the targets of the SU's community strategy</li> <li>• To help create a sense of community and pride and improve the first year student experience</li> </ul>	<p><b>Time Commitment:</b></p> <ul style="list-style-type: none"> <li>• One year post; may be asked to help with next years' election publicity during Fresher's Week and new elected Hall Reps training sessions</li> <li>• Usually around 2 hours per week with extra time at busy periods</li> <li>• Attendance at monthly Lead Rep meetings</li> <li>• Attendance at the Hall Forum – twice a semester</li> <li>• Attendance at City's Committee Meetings</li> </ul> <hr/> <p><b>Venue:</b> Halls/Community, 1 East 3.17</p> <hr/> <p><b>Responsible to:</b> Community Coordinator</p>
<p><b>Training and Support:</b></p> <ul style="list-style-type: none"> <li>• 2 general Hall Representative training sessions</li> <li>• 1 Lead Rep training session – including charring meetings, leadership and publicity</li> <li>• Committee Finance Training (Skills training)</li> <li>• Support for this role will be provided by the Community Coordinator</li> </ul>	<p><b>Benefits/rewards:</b></p> <p>This is a fantastic opportunity to get involved in University life and the Students' Union straight away while making sure you, and everyone else in your accommodation area, has an amazing First Year!</p> <ul style="list-style-type: none"> <li>• Skills development e.g. communication, teamwork, leadership, events planning – beneficial for your CV</li> <li>• The chance to meet, socialise with and represent students in your area</li> <li>• Invite to a catered event once a semester</li> <li>• Insider knowledge about the opportunities and events happening on campus</li> <li>• Opens up avenues for continued involvement in the Students' Union</li> <li>• Counts towards the Bath Award</li> </ul>
<p><b>A Hall Rep will be/have:</b></p> <ul style="list-style-type: none"> <li>• A current first year student at the University of Bath</li> <li>• Friendly and approachable with enthusiasm for getting others involved</li> <li>• Motivated, sociable and organised with a keen interest in promoting the opportunities on offer</li> <li>• Responsive to the needs of others and sensitive to a range of personalities and culture</li> <li>• Confident with good leadership skills</li> </ul>	

<b>Skills Gained:</b> Participating in this opportunity will enable you to develop and practice the following skills					
Teamwork*	X	Delegation	X	Financial Management	X
Verbal Communication*	X	Negotiation	X	I.T.	X
Written Communication*		People Management		Organisation/ Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*		Marketing	X	Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	
Active Listening	X	Confidentiality	X		