

Student Leader Role Profile

PGT Exec Chair



As a PGT Exec Chair you are leading representatives of postgraduate taught students in The SU and the University. This involves identifying key issues and representing postgraduate taught students through campaigns, meetings, and other activities.

Duties and Responsibilities

- Leading and managing regular Executive Committee meetings.
- Collaborating with the SU Postgraduate & International Officer and SU staff to prepare Exec agendas and consult on subjects related to the postgraduate taught student experience.
- Strengthen SU events and campaigns related to postgraduate taught students.
- Liaising with Exec members on emerging issues to add to the Exec meeting agenda.

As a Student Leader, we require you to embrace EDI (Equality, Diversity and Inclusion) good practice. This includes offering events that are inclusive, varied and student centred, taking into consideration locations, access needs, timings, and refreshments so that you are aiming to make your events accessible to all. This also relates to general practice within your role, from meetings, representation and interaction with students in your group. We want every student to be able to participate and be communicated with in a positive, non-judgemental way allowing their best authentic selves to shine.

Useful Previous Experience/Skills

- ✓ Experience representing student views or coordinating feedback across groups or departments
- ✓ Confidence contributing to formal meetings with staff or senior stakeholders
- ✓ Strong communication and relationship-building skills
- ✓ Ability to organise information, prioritise issues, and act professionally

Why become PGT Exec Chair?

- ✓ Influence academic decision-making at a School level
- ✓ Support and mentor other Reps, helping them make a real impact
- ✓ Develop strategic leadership, advocacy, and communication skills

Student Leader Role Profile



- ✓ Work closely with senior staff and Students' Union leadership
- ✓ Make a meaningful, faculty-wide impact on the student academic experience

Key Time Commitments

- Training Requirements – Attendance at Exec Chair training session.
- Meetings – Postgraduate Taught Executive Committee meetings (5 per year)
- Feedback Activities – 5-10 hours per month

We are here to help you so please do contact SU Voice for support.

Skills you will develop in this role:

Commercial Awareness		Creativity	
Decision Making	✓	Delegation	✓
Financial Management		I.T. Skills	
Initiative	✓	Leadership	✓
Marketing		Negotiation	✓
Organisation/ Planning		People Management	✓
Problem Solving	✓	Public Speaking	✓
Teamwork	✓	Time Management	
Verbal Communication	✓	Written Communication	