Activities Rep Role Description

The Role:

As an Activities Rep, you represent a particular category of our student Societies & Volunteering Groups. You will work closely with the Societies and Volunteering groups within your elected category, the other elected Activities Representatives, members of the Activities sub-committees and the Vice President Activities and Services to ensure that the students you represent are supported, engaged, and have their voices heard within the Students’ Association and the University.

To do this, you will liaise with Office Bearers and members of Societies and Volunteering groups that fall within your category; attend meetings within the Students’ Association to raise these concerns with the appropriate individuals; organise events and campaigns on relevant topics; and provide advice and sign posting to groups who request your support.

You will lead on the Students’ Association’s work in areas relevant to the groups you represent, including oversight on proposed Societies & Volunteering Group applications, Activities & Volunteering Funding Applications and Various outreach projects to increase Volunteering and planning the annual Activities Awards to recognise and celebrate student activities and achievements.

You will also act as a representative of the Students’ Association to the groups you represent, ensuring they are aware of key events, campaigns, and activities which are taking place within the Students’ Association.

The Activities Rep role can take about 10 hours a month to fulfil.

Benefits:

Being an Activities Rep is an excellent opportunity to represent a large group of students and ensure the views and ideas of Societies & Volunteering groups are listened to.

You will also gain skills in areas such as leadership, negotiation, communication, and events planning. A key element of this role is working in partnership with a variety of different people including students, Office Bearers, your fellow elected reps and Students’ Association staff, which will give you experience of managing complex relationships.

You will have the opportunity to take part in the Edinburgh Award for Representing Students, which recognises the excellent work that student representatives do. Both completion of the Edinburgh Award, and your active engagement with the role of Activities Rep, are recorded on your Higher Education Achievement Record (HEAR). In order for your role to be included on your HEAR you must attend initial training and ensure that you do not miss any two meetings of Student Council.
Commitments and responsibilities:

- Gather feedback Societies & Volunteering groups on their experiences at the University of Edinburgh and any issues they might have (ensuring you engage with a range of groups).
- Represent your activity category by attending and taking part in Student Council and any relevant Students’ Association and University meetings. In order for your role to be recognised on your HEAR you must not miss any two meetings of Student Council.
- Sign-post societies / volunteering groups in need of support on to the relevant Students’ Association staff e.g. The Activities department.
- Organise events and activities throughout the year – these may be social events, educational events, or campaigning.
- Meet monthly with the other Activities Reps and the Activities team.
- Work with the Activities Sub-Committees and oversee their work.
- Ensure groups within your category are kept updated on any relevant activities within the Students’ Association and University by sending regular email newsletters and participating in outreach activities.
- Communicate regularly with groups within your category.
- Create a handover document at the end of your term to pass on to your successor, outlining key issues and outcomes from the year.
- Keep up-to-date with communications from Edinburgh University Students’ Association and respond to emails in the time requested (as required).
- Be an ambassador for the Students’ Association and help to promote campaigns; you may be invited to help out on a stall, promote a survey (as required and fitting with your availability, 3 - 4 hours per semester).

Training and support:

- You will receive Activities Rep training before the summer which will provide more specific information about your role, allow you to meet and bond with your fellow Activities Reps, and will enable you to plan for the year ahead.
- You will be invited to more general training designed to provide you with more information about the Students’ Association’s representative structures and allow you to meet other elected student reps.
- We also offer additional training sessions during the year which focus on specific skills, such as campaigning, public speaking, effective communication, and more.
- You will work closely with the Sabbatical Officers, particularly the Vice President Activities and Services, who can support you in your role.
- You will receive support from staff within the Activities Team at the Students’ Association. They can provide guidance on engaging with groups.
- There will also be the opportunity to take part in a wide variety of Students’ Association events as part of your development.

Further information

Email the Vice President Societies and Activities (vpsa@eusa.ed.ac.uk) or visit the Students’ Association offices in Potterrow for further information. There is also more information on the Students’ Association website: [http://www.eusa.ed.ac.uk/representation/](http://www.eusa.ed.ac.uk/representation/)
- Student Council: https://www.eusa.ed.ac.uk/representation/studentrepresentation/studentcouncil/
- The Edinburgh Award: www.ed.ac.uk/EdinburghAward