



Activities Rep Role Description

The Role:

As an Activities Rep, you represent a particular category of our student Societies. You will work closely with the Societies within your elected category, the other elected Activities Representatives, members of the Activities sub-committees and the Vice President Activities and Services to ensure 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 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 applications, Activities & Volunteering Funding Applications and various outreach projects to increase volunteering and planning the annual Student 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 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 two or more meetings of Student Council.

Commitments and responsibilities:

- Gather feedback from Societies 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.



Representation & Democracy

- Meet monthly with the other Activities Reps and the Activities team.
- Signpost societies 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.
- 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 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 after 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 Societies Team (societies@eusa.ed.ac.uk) or visit the Activities Office in Potterrow for further information. There is also more information on the Students' Association website:

<http://www.eusa.ed.ac.uk/representation/>

- Student Council: <https://www.eusa.ed.ac.uk/representation/studentrepresentation/studentcouncil/>
- Higher Education Achievement Report (HEAR): <http://www.ed.ac.uk/student-administration/order-documents/transcripts/hear>
- The Edinburgh Award: www.ed.ac.uk/EdinburghAward



Key Election Dates

Event	Date	Time
Nominations Open	14 January 2019	09:00
Nominations Close	21 February 2019	17:00
Candidate Briefing	22 February 2019	15:30 - 16:30
Candidate Briefing	25 February 2019	15:30 - 16:30
Candidate Preparation	21-28 February 2019	
Campaigning Period Opens	28 February	12:00
Campaigning Period Closes	7 March	17:00
Online Printing Deadline	4 March 2019	16:00
Voting Opens	4 March 2019	10:00
Voting Closes	7 March 2019	17:00
Results Night	8 March 2019	18:30 - 20:30
Expenses Claims Deadline	31 March 2019	23:59

Training Dates

Event	Date	Time
How to run a winning campaign - Campaign Planning Meeting Room, King's Buildings House, King's Buildings	6 February 2019	12:30 - 13:10
How to run a winning campaign - Campaign Planning Meeting Room, King's Buildings House, King's Buildings	6 February 2019	13.20 - 14:00
How to run a winning campaign - Campaign Planning Balcony Room, Teviot, George Square Campus	6 February 2019	17:00 - 17:40
How to run a winning campaign - Campaign Planning Balcony Room, Teviot, George Square Campus	6 February 2019	17:50 - 18.30
How to run a winning campaign - Manifesto Development Balcony Room, Teviot, George Square Campus	13 February 2019	12:30 - 13:10
How to run a winning campaign - Manifesto Development Balcony Room, Teviot, George Square Campus	13 February 2019	13.20 - 14:00
How to run a winning campaign - Manifesto Development Meeting Room, King's Buildings House, King's Buildings	13 February 2019	16:00 - 16:40
How to run a winning campaign - Manifesto Development Meeting Room, King's Building House, King's Buildings	13 February 2019	16:50 - 17:30
How to run a winning campaign - Promoting Your Campaign Balcony Room, Teviot, George Square Campus	15 February 2019	12:30 - 13:30
How to run a winning campaign - Promoting Your Campaign Room 3211, JCMB, King's Buildings	15 February 2019	15:00 - 16:00
How to run a winning campaign - Manifesto Development Middle Reading Room, Teviot, George Square Campus	18 February 2019	12:30 - 13:10
How to run a winning campaign - Manifesto Development Middle Reading Room, Teviot, George Square Campus	18 February 2019	13.20 - 14:00
How to run a winning campaign - Manifesto Development Room 3212, JCMB, King's Buildings	18 February 2019	16:00 - 16:40
How to run a winning campaign - Manifesto Development Room 3212, JCMB, King's Buildings	18 February 2019	16:50 - 17:30