

Junior Common Room (JCR) Committee Member

1 JOB DESCRIPTION

Hours of work:	2-3 hours per week (during term teaching time)	Role type:	12-month fixed term elected volunteer role (October 2026 – October 2027)
Work Pattern:	Part-time	Vacancy Reference Number: JCR01/02/03	

1.1 Main Role Purpose

Junior Common Room committee members are elected students, that form a committee with the purpose to improve the overall student experience in halls. As a committee member they provide support for the running of the Junior Common Room. This includes,

- Outreach to students in University of Bristol residences to understand their social and wellbeing needs.
- Using this knowledge of students in residence to improve their student experience and build student communities.
- Design and deliver events & activities students will enjoy and fosters equality, diversity and inclusion in halls.
- Engage with University of Bristol staff (especially the Student Communities JCR Coordinator and the Student Communities team) for support in running the committee e.g assistance with managing health & safety, navigating event planning procedures.
- Managing the equitable and responsible use of JCR funds.

Junior Common Room Committee Members will provide input to larger-scale events, organised by Student Communities Staff. They will also attend training, development sessions and ensure a smooth handover of the Committee's affairs to the next elected members.

1.2.1 Standard Responsibilities (President)

- Lead the JCR and the JCR committee
- Chair regular JCR committee meetings during term time

- Ensure cooperation and communication between the JCR Committee, SC JCR Coordinator, Student Communities Officers and other University of Bristol departments and staff
- Be the leader and main contact point for the JCR and regularly communicate with all members (students of residence), through electronic methods and in person
- Ensure effective support of JCR Vice-Presidents and their areas of work
- Provide input and collaborate on large scale events with the Student Communities team, including a Winter Formal
- Ensure a smooth handover to the incoming elected Committee Members for 2027-2028 JCR Committee
- Attend monthly meetings with members of Student Communities team (20 minutes - term time only)

1.2.2 Standard Responsibilities (Vice-President - Events and Community)

- Lead on events and community work of the JCR
- With support of the wider committee, design events and social activities (as agreed by the JCR Committee), including; monitoring of budgets, ensuring adequate event preparations are in place and facilitating at events
- Provide general support to the JCR President
- Ensure that the planning and implementation of all activities and events are specifically designed to promote the inclusion of all student residents
- Suggest and implement events or activities of particular interest to marginalised and underrepresented groups within the residence
- With support of the wider committee, promote JCR events and activities to students
- Provide input and collaborate on large scale events including, Welcome parties, Welcome dinners and Constitution ball.
- Attend monthly meetings with members of Student Communities team (20 minutes - term time only)

1.2.3 Standard Responsibilities (Vice-President - Finance and Treasury)

- Lead on finance and treasury work of the JCR
- Manage the JCR Committee bank account and act as a full-power signatory. Ensure account is handed over to next post holder

- Ensure responsible use of JCR funds, especially ensure that funds are utilised to the benefit of all students in residence, including underrepresented and minority groups.
- Create an annual budget for the JCR Committee and for all JCR events
- Arrange payments from the JCR account and reimburse any payments made on behalf of the JCR Committee (with support of the JCR Coordinator)
- Write and present financial reports and budgets to the JCR Committee and Student Communities team, with a final termly report to be e-mailed out to all members of the JCR.
- Provide input and collaborate on large scale events with the Student Communities team, including a Winter Formal
- Attend monthly meetings with members of Student Communities team (20 minutes - term time only)

**** If you are not a UK citizen, in order to apply for the role of (Vice-President - Finance and Treasury), you need indefinite leave to remain status -**

<https://www.gov.uk/indefinite-leave-to-remain>

This is because UK banks will only accept full-power signatories on Community accounts if they have indefinite leave to remain.

Time Commitment:

Junior Common Room spend an average of 2-3 hours per week on their role, though this may fluctuate. This includes a few fixed time commitments;

- Monthly meetings with the Student Communities JCR Coordinator (term time only)
- Training (**Across two sessions: 1-4pm 14th Oct and 1-2pm prior to Welcome Dinner on 17th Oct**)
- **Free Welcome Dinner (17th Oct)**
- Visit to Metro Bank to gain access to JCR bank account (for VP Finance)

Time commitment before election:

- Prep manifesto and submit campaign photo (1-2 hour)
- Sign and submit pre-agreement, acknowledging understanding of role (30 minutes)

If you have any questions about the role, please contact the JCR/Student Communities Coordinator: Hannah Maggs at hannah.maggs@bristol.ac.uk

2 PERSON SPECIFICATION (For all JCR roles)

Criteria
• Ability to communicate and respond confidently and professionally to students.
• Able to work as part of a team to deliver high-quality activities and events.
• Able to problem-solve.
• Committed to managing own wellbeing and workload.
• Committed to supporting students from a wide range of diverse backgrounds.

We welcome nominations from all backgrounds and ranges of experience. Ultimately, your enthusiasm for the role and a determination to make your halls a better place is the most important factor in your success once elected.