

TIME TO LEAD

**Undergraduate Faculty
Representative**



About Us

The University of Bristol Students' Union is a membership organisation democratically led by students, for students. We represent over 30,000 student members and work to make sure that you get the best from time at university by providing over 300 clubs, societies and networks, offering free support services and academic advice and representing students on the issues that matter to you.

Students drive and are at the heart of everything we do:

- We are the collective voice of University of Bristol students
- We support activities, so students can try new things and develop skills
- We advise, support and empower students to make change
- We are a vibrant social hub
- We provide quality services for the benefit of students

Our Values

It's not just what we do that matters, it's how we do it. We will reflect what is most important to our students:



We are loud and proud about **equality, diversity and inclusion**. We are a Union for all students.



We want our students to thrive, so we support the **wellbeing** of our students through the services that we offer and the campaigns that we run.



We believe **community** matters; we create a sense of belonging across the student body through out student groups, networks, events and spaces.



Sustainability underpins all that we do; we want our Union, our University and our planet, to be here for the long term.



We believe opportunities for joy, humour and positivity are important, we want our students to have **fun** whilst at University.

About the Role

Job Title	Faculty Representative (Undergraduate)
Expected hours	Approximately 100 hours across the 25-26 academic year
Honorarium	£1,500 (payment spread across December and May and dependent on agreed outputs)
Based At	Senate House

You must be a University of Bristol student in the 2025/2026 academic year, registered on a course within the faculty you wish to represent.

- Faculty Reps work with other academic reps, university staff and Bristol SU staff to improve the student academic experience. They do this by representing the issues and priorities of undergraduate students in their faculty to staff at both faculty and university level, and working with the Course Reps in their faculty.
- Faculty Reps are also full voting members of the Student Representative Assembly and Student Council, ensuring that students in their Faculty have a voice in key SU decisions.
- Altogether there are 18 Faculty Reps. Each of the six sub faculties has one for undergraduate students, one for postgraduate taught students, and one for postgraduate research students. This is based on the old faculty structure, e.g. 'Faculty of Arts UG Faculty Rep' instead of the merged structure. Along with the Undergraduate Education Officer and Postgraduate Education Officer, they support a rep system of over 700 academic reps!

Successful Faculty Representatives are supported by a wide range of professional staff teams across democracy and representation, student activities, events, digital & marketing, finance and research & insight, lettings and more. If you're elected, these staff will ensure you are trained and have the support needed to carry out this role.

About You

What knowledge & experiences and skills & abilities would help me in a role like this?		Essential/ Desirable (E/D)
1	Current student at the University of Bristol who will be a student in the 25/26 academic year	E
2	A passion for making change through working with students and staff in your faculty	E
3	Experience of having previously represented a group of peers	D
4	A commitment to the values and behaviours of Bristol SU	E
5	Familiar with higher education policy and how it impacts students at the University of Bristol or willing to develop that knowledge with support from Bristol SU	E



What can you expect from the role?

To lead UG student representation in your faculty, through the academic representation system

- To keep abreast of student issues in your Faculty, and to actively seek the opinions of peers and other academic representatives
- To attend and chair/co-chair Faculty Student Staff Liaison Committee meetings (FSSLCs) approx. once a term
- To occasionally attend other Faculty-level committees, as appropriate
- To lead academic representative relationships with staff in Faculty Management, and to meet with them as appropriate
- To lead a community of academic representatives in your Faculty

To represent the Faculty's student interests and priorities, at University level

- To attend University's Senate meeting
- To occasionally attend other University level committees, as appropriate
- To feed information from any university-level meetings attended to Faculty level meetings and peers
- To liaise and work with Bristol SU full-time officers, particularly the UG and PG Education Officers
- To contribute to other ad hoc university consultations where relevant

To engage with Bristol SU's democratic structures, and attend relevant meetings and forums

- To attend the Students Representative Assembly with other Student Leaders to hold the full-time officers to account and develop proposals and motions as directed by Student Council
- To attend Student Council as a voting member, and vote on policies relating to issues and campaigns that affect students' experiences at university
- Attend the SU's Annual Members Meeting

Fixed- time commitments are:

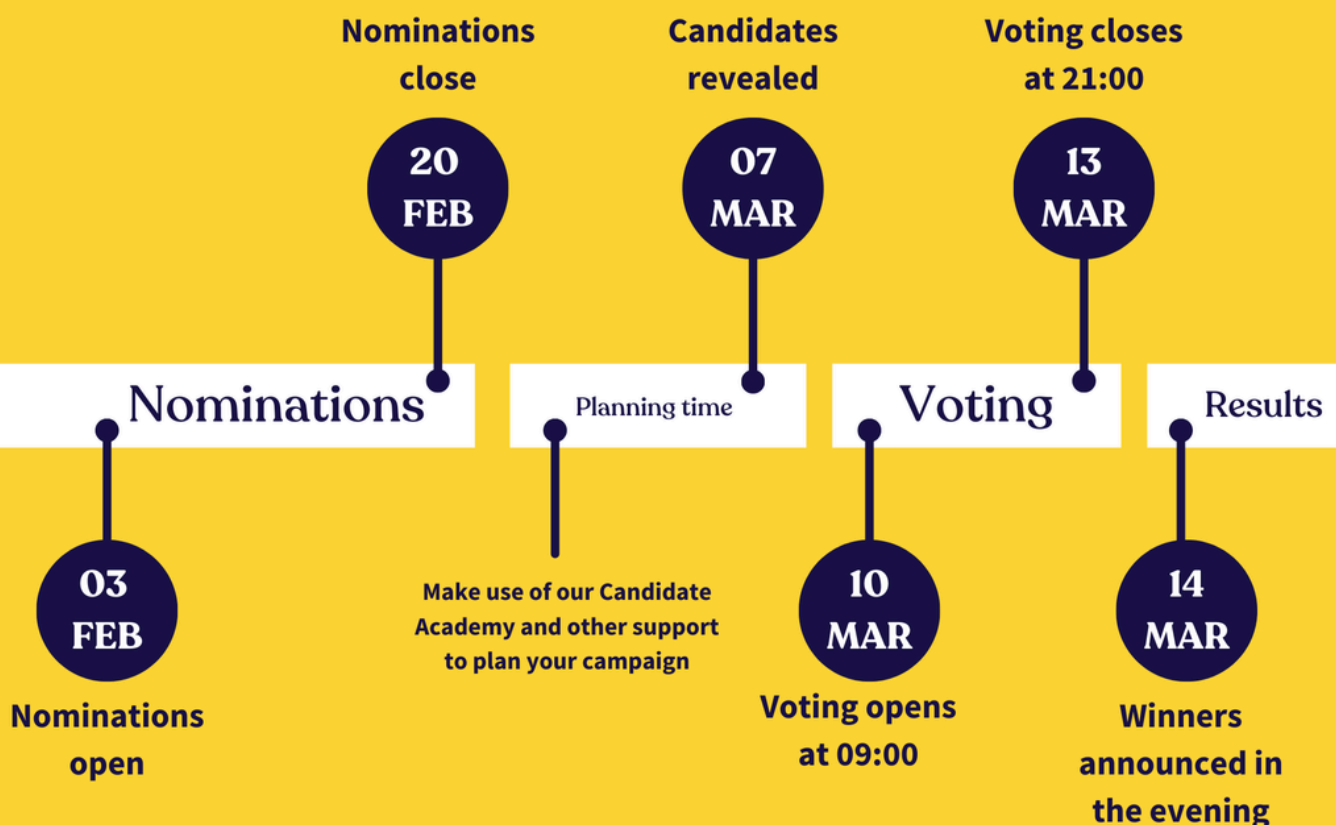
Faculty Reps spend an average of 2-3 hours a week on their role during term-time. This average includes fixed commitments (such as Faculty Student-Staff Liaison Committees or Student Council), and time spent proactively communicating with Course Reps, School Reps and Faculty staff etc.

- Faculty Student-Staff Liaison Committee meeting - approx. once a term
- Student Representative Assembly - typically five times a year
- Student Council - twice a year
- Annual Members Meeting - once a year
- Regular one-to-one or team sessions with the Bristol SU Academic Rep Coordinator - every 4 to 6 weeks



What support do you get running in an SU election?

- Candidate Campaign Kit (Including a banner, cardboard and various craft materials) and space to paint in the SU Office
- We reimburse your campaign spending up to £30
- Marketing support/guidance
- Candidate Academy sessions across the nomination period and ahead of voting week to support you with writing a personal statement and running a campaign for yourself
- Candidate Morning Briefings – during voting week you'll get a briefing about the voting stats in the SU Office every day. This is also a chance for you to talk to other candidates as well as SU staff. There will be hot drinks & snacks!
- Elections Celebration Evening





What time commitments are there?

To help you get your voice heard by the University and other students, you'll need to commit some time ahead of the election or over summer. This could be because you're training or campaigning to become a student leader, it's an exciting and rewarding period!

Time commitments include:

- Role-based training in May
- 2 day residential at some point between **August and September**
- We expect approx. 100 hours across the 25/26 academic year

Ahead of the election, you'll need to commit some time to rules training and organising your campaign. You'll also need to write a personal statement, just a small brief as to why you want the role when you nominate yourself and upload a picture. We will then give you until Monday 3 March at 9am to confirm your personal statement and picture.

The Important Stuff for elections

You'll need to attend our Rules Briefing on **Sunday 2 March at 11:00-14:00** on Level 5 of Senate House. This is a compulsory session and you won't be able to run in the election if you miss it and don't catch up. We will provide lunch and you will have a chance to have your headshot taken!

Voting week runs from **Mon 10 March at 9am until Thurs 13 March at 9pm** and this is also your time to campaign. We highly recommend going out and talking to as many students as possible to enhance your chances of winning.

We will be letting you know the results and celebrating all of our candidates' efforts on **Friday 14 March** in the SU Living Rooms. There will be nibbles and drinks and you're welcome to bring your friends/campaign team along with you. SU staff will be on hand to offer support should you need it.

Candidate Academy



We have loads of sessions to help you with running in an election. You can find them all here or through the QR code at the bottom of this page!

All About Being a Faculty Rep

How to Run a Good Campaign

**Personal Statement
Workshop**

and many more!

