



Post: Class Rep Associate Trainer

Department: Representation and Advice Department

Responsible to: Student Voice Co-ordinator

Hours of work: A minimum of six training sessions to be delivered. Sessions are two hours in length plus time of post session administrative work. Training sessions are delivered at different times during the morning, afternoon and early evening.

Pay: £30 per training session delivered. A payment of £240 is made for attending the three day induction for role.

Purpose: To support Class Representatives, primarily through the delivery of a range of training sessions as part of the Associate Trainer team, supported by Students' Association staff.

1. Job Description

- a) To attend training and development events to develop the required skills and knowledge to train course representatives.
- b) To prepare, administer and deliver training to course representatives.
- c) To be committed through practice development to continue to improve the training and its delivery.
- d) To take part in other development opportunities as appropriate.
- e) Deliver training to groups of GCU students.
- f) Carry out administrative duties related to training provision, for example tallying student evaluation forms, typing up attendance sheets, completing self-evaluation forms and day sheets and inputting these online according to agreed timescales.
- g) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Student Voice Co-ordinator, Student Voice Team Leader, Representation and Advice Manager or Chief Executive.
- h) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- i) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- j) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.
- k) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- l) To portray the Students' Association in a positive, proactive and professional manner.

2. Person Specification

This role would suit a student wishing to develop their core skills in presentation, training, group work and facilitation, and will provide the successful candidate with an opportunity to learn more about student engagement in higher education in Scotland and the variety of organisations that support it.

	Essential	Desirable
Qualifications & Experiences		
Previous experience of being a course representative.	X	
Studying at a college or university.	X	
Previous training as a course representative.		X
Previous experience of making presentations, training, group work and or facilitation.		X
Abilities, Skills and Knowledge		
Ability to communicate orally clear and concisely.	X	
Confident when speaking in public.	X	
Ability to juggle competing priorities according to deadlines.	X	
Computer literate and regular access to email/ internet.	X	
Knowledge of Students' Associations and how they work.		X
Personal Characteristics & Behaviours		
Commitment to student engagement and course representation.	X	
Willingness to travel (by public transport wherever possible).	X	
Commitment to undertaking required training and development opportunities.	X	
Commitment to an environment that promotes equality of opportunity whilst recognising and valuing diversity	X	
Willingness to take on other duties		X