



**Post:** Class Rep Institutional Associate Trainer

**Department:** Representation and Advice Department

**Responsible to:** Academic Rep Co-ordinator

**Hours of work:** Sessions are two hours in length plus time of pre/post session administrative work. Training sessions are delivered at different times during the morning, afternoon and early evening.

**Pay:** £13.45 per hour. A payment is made for attending the four day induction for role.

**Purpose:** To support Class Representatives, primarily through the delivery of a range of training sessions as part of the Institutional Associate Trainer (IAT) 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 class representatives.
- b) To prepare, administer and deliver training to class 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 ensuring student evaluation forms are completed and logging attendance.
- g) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Academic Rep Co-ordinator, Student Voice Team Leader 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 |
|-------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications &amp; Experiences</b>                                                                     |           |           |
| Previous experience of being a trained class representative.                                                | <b>X</b>  |           |
| Studying at a college or university.                                                                        | <b>X</b>  |           |
| Previous experience of making presentations, training, group work and or facilitation.                      | <b>X</b>  |           |
|                                                                                                             |           |           |
| <b>Abilities, Skills and Knowledge</b>                                                                      |           |           |
| Ability to communicate orally clear and concisely.                                                          | <b>X</b>  |           |
| Confident when speaking in public.                                                                          | <b>X</b>  |           |
| Ability to juggle competing priorities according to deadlines.                                              | <b>X</b>  |           |
| Computer literate and regular access to email/ internet.                                                    | <b>X</b>  |           |
| Knowledge of Students' Associations and how they work.                                                      |           | <b>X</b>  |
|                                                                                                             |           |           |
| <b>Personal Characteristics &amp; Behaviours</b>                                                            |           |           |
| Commitment to student engagement and class representation.                                                  | <b>X</b>  |           |
| Willingness to travel (by public transport wherever possible).                                              | <b>X</b>  |           |
| Commitment to undertaking required training and development opportunities.                                  | <b>X</b>  |           |
| Commitment to an environment that promotes equality of opportunity whilst recognising and valuing diversity | <b>X</b>  |           |
| Willingness to take on other duties                                                                         |           | <b>X</b>  |