



Ravensbourne Students' Union

Job Description



Position: Activities Representative

Department: Ravensbourne Student Union

Reports to: Student Engagement Coordinator

Role Overview



As an Activities Representative, you will be responsible for fostering a vibrant and inclusive community within your club or society, ensuring that regular events and activities are held to engage members and enhance their overall student experience. You will serve as a voice for your peers, gathering feedback on their needs and concerns, particularly in relation to social and extracurricular aspects of student life. You will also represent student views in key meetings and on relevant committees.

Key Responsibilities



1. Club & Society Management:

- Organise and oversee regular events and activities that align with the interests of your club or society members.
- Foster a positive, inclusive, and engaging environment that encourages participation and community-building among members.

2. Feedback Collection:

- Actively gather feedback from members regarding their student experience, identifying areas for improvement and ensuring their voices are heard.
- Share key feedback with SU staff to help improve campus life and activities.

3. Attend Key Meetings:

- a. Participate in compulsory representative training to enhance your skills and knowledge as a student representative.
 - b. Attend Student Parliament meetings once per semester to engage in broader discussions on student life and welfare.
4. **Liaise with University Staff:**
- a. Maintain regular contact with the Campus Life Coordinator and Student Engagement Coordinator to discuss upcoming events, activities, and initiatives.
 - b. Ensure alignment between your club's activities and the university's wider goals for student engagement.
5. **Committee Involvement:**
- a. Be open to being nominated for relevant university committees where you can represent student perspectives, particularly from a social or extracurricular standpoint.
6. **Promote a Collaborative Environment:**
- a. Work alongside other representatives and student leaders to create a cohesive and dynamic student experience across campus.
 - b. Encourage a strong sense of belonging and community within your club or society, enhancing student engagement and satisfaction.

Required Meetings and Commitments



- **Compulsory StAAR Training:** Attendance required
- **Student Parliament Meetings:** Once per semester
- **Regular Contact with Student Engagement Coordinator:** Ongoing communication as needed
- **Event Planning & Club Engagement:** Ongoing commitment to organising and facilitating events and activities

Skills and Qualities



- Strong communication and interpersonal skills
- Ability to plan and organise events that engage and inspire students
- Enthusiasm for fostering a sense of community and belonging
- Proactive and open to feedback, with a focus on improving the student experience
- Ability to collaborate with peers, staff, and committees

Eligibility



- Enrolled as a student at Ravensbourne University.
- Passion for extracurricular activities and creating an engaging campus environment.
- Commitment to representing the interests of your club or society members.

What You'll Gain



This role offers an exciting opportunity to lead your club or society, make a positive impact on student life, and develop key skills in leadership, communication, and event management. By fostering community and advocating for student needs, you'll play an integral role in enhancing the overall student experience at Ravensbourne University.