**Class Rep Trainer Role Description**

**Title**: Class Rep Trainer

**Responsible to**: GUSRC Permanent Secretary

**Hours of Work**

Various – delivery of 4-8 training sessions per semester (according to demand) throughout the 2022-23 academic year. Maximum of two sessions per day.

**Attendance at training and development events**

It is essential that you are available for the sparqs training event between the 23rd – 26th August 2022, and have good availability through October/November 2022 (when most of the training sessions occur). If you are not available during this time, we are unable to consider your application.

**Place of Work**: University of Glasgow

**Remuneration**

£15 per training session (1 hour, plus estimated 30 minutes total preparation/clear-up).

£10 per hour for attending meetings (usually 2 meetings per year).

For attending initial training in August 2022, £82.50 per day.

1. **Purpose of Job**

To support class representatives, primarily through the delivery of training as part of the Class Rep Trainer team.

1. **Main Duties and Responsibilities** 
   1. To attend training and development events to enable the development of the required skills and knowledge to train class representatives.
   2. To prepare for, administrate and deliver training to class representatives via Zoom.
   3. To be committed through practice development to continue to improve the training and its delivery.
   4. To take part in other development opportunities as appropriate.
2. **Job Activities** 
   1. Attend induction and training events as required.
   2. Delivery of training to groups of University of Glasgow students via Zoom.
   3. Carry out administrative duties related to training provision, for example ensuring attendance sheets are completed and a copy emailed to the administrative team at the SRC after each training session and ensuring evaluation sheets are completed.
   4. Liaise with GUSRC staff as appropriate.
3. **Additional**

Class Rep Trainers may be required to perform other duties in order to contribute to the overall work of GUSRC/sparqs.

**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.

**Essential**

* Previous experience of undertaking the role of class representative
* Studying at the University of Glasgow during the 2022-23 academic year
* An excellent communicator
* Concise, clear and confident when speaking in public
* Enthusiastic in approach to delivery of training
* Enthusiastic in approach to student engagement and class representation
* Ability to juggle competing priorities according to deadlines
* Computer literate and regular access to email/internet
* Experience of taking part in groups/seminars on Zoom/Teams
* Commitment to undertaking required training and development opportunities
* Commitment to the ethos of self-reflection and personal development

**Desirable**

* Previous experience of presentation, training, group work or facilitation
* Experience of using Zoom to present material and/or facilitate breakout rooms/groups
* Knowledge of the Students’ Representative Council and how it works
* Knowledge of the structures of University of Glasgow
* Awareness of the University sector and mechanisms for quality enhancement