**PGR Students Community Officer Job Description**

Community Description

RHSU defines postgraduate research students as students on a postgraduate research mode of study or who are in the writing up stage of their postgraduate research.

Duties and Responsibilities

* Aim to improve the sense of community and wellbeing for PGR students, with a focus on improving postgraduate inclusion in student life at Royal Holloway.
* Work with the Students’ Union to develop a better understanding and provision of activities for Postgraduate students.
* Work closely with the PGT Students Community Officer and the PGR School Reps to inform decisions relating to Postgraduate students on campus.
* Plan and lead events and activities to promote, defend and extend the rights of Postgraduate students.
* Aim to improve the experience of PGR Students. Work with the other Community Officers to enhance the student experience and focus on intersectionality.
* Lead the PGR Students Community and actively seek feedback from PGR students to develop initiatives to enhance their experience.
* Work with the Doctoral School to ensure the interests of the College and the Students’ Union are aligned and the two organisations are working together to represent PGR Students.
* Act as a main point of contact for PGR students within RHSU and signpost to relevant services if appropriate.
* Manage the PGR Students Community email account and respond to students and staff in a timely and appropriate manner.
* Represent the views of PGR students within RHSU, RHUL and on a national level.
* Keep up to date with issues and campaigns affecting PGR students.
* Meet with the relevant RHSU staff support and VP Education on a regular basis and provide a termly update.
* Attend Education Executive meetings four times a year (normally taking place in November, January, March and May) and provide insight and feedback to the VP Education as appropriate.
* Attend the PGR Forum (taking place once a term) and provide insight and feedback to the VP Education as appropriate.
* Attend any relevant meetings or committees whether with the SU or the College.

Skills you will develop in the role:

Being in this role will provide you with several skills that can help you in your academic and professional life. Some of these will include:

* Teamwork
* Leadership
* Organisation & time management
* Listening
* Written communication
* Strategic thinking
* Decision-making
* Problem-solving
* Delegation
* Diversity & Inclusion
* Student Engagement
* Event Management
* Crisis Management
* Campaign Planning & Management
* Stakeholder Management (collaboration with staff & student groups)
* Community Outreach
* Project Management
* Student Representation
* Signposting & Promotion of relevant schemes

How might your year look like as a Community Officer?

There is a lot you can get up to as a Community Officer - the ideas outlined here will give you a good starting point. The activities that are shaded are considered expected for the role (marked as EA - standing for Expected Activity), so ensure you prioritise those!

| **Prior to start of Autumn Term** | |
| --- | --- |
| Handover Meeting (with outgoing Collective Convenors) | 0.5h |
| **EA - Community Officer Induction (introduction to the role)** | **1h** |
| Campaigns Training (building a campaign from planning to review) | 2h |
| Meet with Representation & Democracy Coordinator | 0.5h |
| Meet with VP Education | 0.5h |
| **EA - Complete forms (Community Officer agreement, consent form, information for the website, provide photo)** | **1h** |
| **EXPECTED ACTIVITY** | **2h** |
| **TOTAL ENGAGEMENT** | **5.5h** |

| **Autumn Term** | |
| --- | --- |
| **EA - Meet with Representation & Democracy Coordinator** | **0.5h** |
| **EA - Meet with VP Education** | **0.5h** |
| Help out in Welcome Week | 3h |
| Help out in Freshers’ Fair | 2h |
| **EA - Meet with Doctoral School** | **1h** |
| Campaign Planning | 2h |
| **EA - Manage Community Officer email account** | **3h** |
| **EA - Attend November Education Executive** | **2h** |
| **EA - Attend PGR Forum** | **2h** |
| Campaigning | Various |
| Host PGR Students Community meet-up | 2h |
| Written update for blog | 2h |
| Promote Autumn by-elections | 1h |
| **EXPECTED ACTIVITY** | **9h** |
| **TOTAL ENGAGEMENT** | **21h+** |

| **Spring Term** | |
| --- | --- |
| **EA - Meet with Representation & Democracy Coordinator** | **0.5h** |
| **EA - Meet with VP Education** | **0.5h** |
| Host PGR Students Community meet-up | 2h |
| Written update for blog | 2h |
| **EA - Meet with Doctoral School** | **1h** |
| **EA - Attend January Education Executive** | **2h** |
| **EA - Attend March Education Executive** | **2h** |
| **EA - Attend PGR Forum** | **2h** |
| Campaign Planning | 2h |
| Campaigning | Various |
| **EA - Manage Community Officer email account** | **3h** |
| Promote SU Spring Elections | 1h |
| **EXPECTED ACTIVITY** | **11h** |
| **TOTAL ENGAGEMENT** | **18h+** |

| **Summer Term** | |
| --- | --- |
| **EA - Meet with Representation & Democracy Coordinator** | **0.5h** |
| **EA - Meet with VP Education** | **0.5h** |
| Host PGR Students Community meet-up | 2h |
| Written update for blog | 2h |
| **EA - Meet with Doctoral School** | **1h** |
| **EA - Attend May Education Executive** | **2h** |
| **EA - Attend PGR Forum** | **2h** |
| Campaign Planning | 2h |
| Campaigning | Various |
| **EA - Manage Community Officer email account** | **3h** |
| Promote Summer Elections | 1h |
| Handover meeting (with Community Officer elect) | 1h |
| **EXPECTED ACTIVITY** | **9h** |
| **TOTAL ENGAGEMENT** | **17h+** |