



UG & PG VOLUNTEER FACILITATOR

ROLE DESCRIPTION

Education & Outcomes Council

SUMMARY

Positions: 1 x UG Facilitator and 1 x PG Facilitator

Start date: September 2026

End date: June 2027

Hours of work: Part-Time, working 3-4 hours per week Monday – Friday, including meetings, feedback sessions, event planning, and communication with students and faculty

Induction & Training: Monday 21st September

Stipend: £55 per week worked stipend to offset the costs associated with volunteering their time (e.g. travelling to and eating on campus). The stipend will be signed off by Student Voice team, reflective if they have fulfilled their outlined responsibilities.

Responsible to: Student Voice Coordinator/ Student Voice Manager

DESCRIPTION

TIME REQUIRED FOR ROLE:

This is a part-time voluntary position with a weekly stipend roughing 3-4 hours a week, excluding University closure periods and out of term weeks.

TERM OF OFFICE:

This is a term time only position lasting 48 weeks. The role will commence at the start of the 26-27 academic year.

QUALIFICATION FOR ROLE:

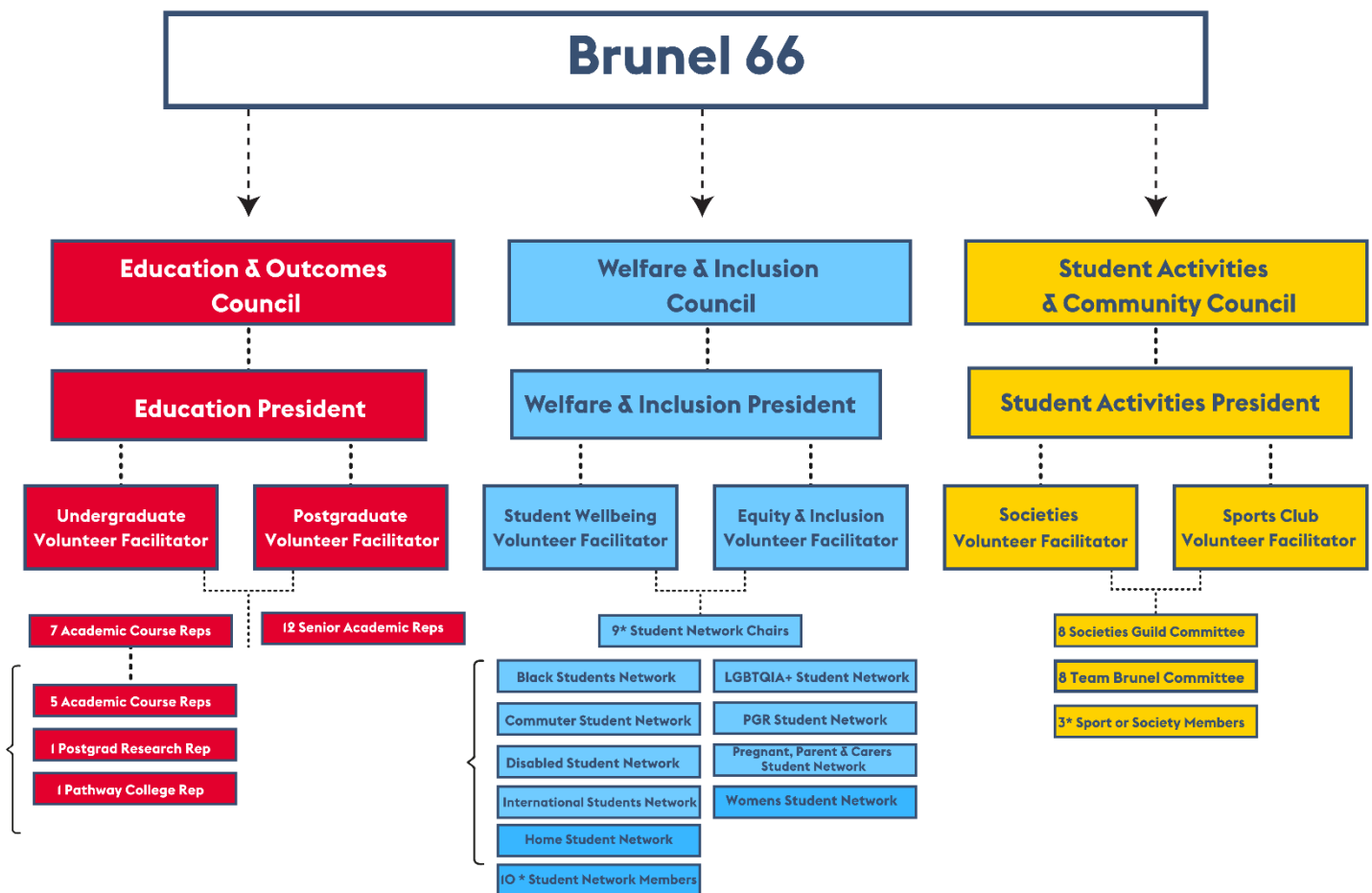
Must be a current student at the Brunel University London when applying and be a full member of the Union of Brunel Students. You must have been an Academic Course Rep for at least 1 academic year. Ideally you will have demonstrated interest in improving the student experience and advocating for student's needs, as well as having excellent communication skills and the ability to build positive relationships and work collaboratively with students and staff.

INTRODUCTION

The UG & PG Facilitator roles are pivotal voluntary roles within the student community, designed to ensure that student voices are given the opportunity to be heard and valued within the Education and Outcomes Council. As a Facilitator, you will act as co-vice chair of the Education and Outcomes Council and support the Chair (Education President) with the smooth running of Council meetings.

Brunel 66

Brunel66 is our new Student Assembly and is the Union's main decision-making body. It creates and oversees our guiding policies, holds the Student Officers to account, and is involved in Union campaigns and development. Brunel66 will consist of 66 members across 3 councils: Education & Outcomes Council, Student Activities & Community Council and Welfare & Inclusion Council.



EDUCATION & OUTCOMES COUNCIL

Operation

- The Education & Outcomes Council will meet 4 times in total (4 x Brunel66 meetings and 2 Council meetings) and will be chaired by the Education President

Volunteer Facilitator Role

- The Undergraduate & Postgraduate Volunteer Facilitator roles will be chosen via an application process and selected by a panel of University & Union staff.
- The Volunteer Facilitators will co-chair the Education & Outcomes Council

Senior Academic Course Reps

- 12 Senior Academic Course Reps: 3 x Brunel Business School (BBS), 3 x College of Arts, Law & Social Sciences, 3 x College of Design, Engineering & Physical Science (CEDPS), 2 x College of Health, Medicine & Life Sciences, 1 x Brunel Medical School).
- Senior Academic Course Reps are chosen by the College Vice Deans via an application process.

Academic Course Reps (All College/Levels)

- Academic Course Reps who wish to join the Education & Outcomes council will have to express their interest. In order to be eligible, they must have completed either induction or refresher training
- There are 5* spaces available.

Postgraduate Research Rep

- 1 x Postgraduate Research Rep from the PGR Student Network. They must have completed induction training.

Brunel Pathway College Rep

- 1 x Brunel Pathway College (BPC) Academic Course Rep selected by the BPC Student Services team.

Responsibilities

- Debate and implement policy and campaigns that relate to student's academic student experience, academics (e.g. attainment & learning) and post-degree opportunities (e.g. employability and entrepreneurship)

MAIN PURPOSE OF ROLE

The Undergraduate (UG) and Postgraduate (PG) Facilitator position is a new role within our democracy and representation structure. Introduced to ensure that student voices are given the opportunity to be heard and valued within the Education & Outcomes Council. As a Facilitator, you will act as co-vice chair of the Education and Outcomes Council and support the Chair (Education President) with the smooth running of Council meetings.

- Act as co-vice chair for the Education and Outcomes Council.
- Work with the Student Voice Team and Education President to coordinate activity focused on improving the education and outcomes of postgraduate and undergraduate students.
- Support the Education President in the smooth running of Council Meetings which includes but is not exclusive to:
 - ⇒ Arranging Council Meetings (a minimum of 2 meetings) ensuring that meeting is quorate
 - ⇒ Preparing and circulating Agenda, minutes and associated papers.
 - ⇒ Attending Brunel 66 Meetings (4 meetings per academic year).
 - ⇒ Ensure minutes of Council Meetings are recorded and circulated.
 - ⇒ Ensure Council Actions are recorded and actions are acted upon.
 - ⇒ Recording non-attendance of members and ensuring members are held accountable.
 - ⇒ Actively promoting the Council and communicating its achievements.
 - ⇒ Assisting other members of the council as needed in furthering their initiatives and objectives.

Education & Outcomes Council

The membership of the Education and Outcomes Council can be found above.

Education President

The Education President's primary objective is to advocate for student's academic experience. They oversee the Academic Course Reps and Senior Academic Course Reps to ensure that Brunel students' academic interests are at the forefront of University's decision making. Working with key stakeholders, the Education President work focus on providing opportunities for students to develop key skills through participation and improve student's employability.

Senior Academic Course Reps

Senior Course Representatives are a voluntary position. They serve as a bridge between the student body and faculty, ensuring that student voices are effectively heard and acted upon. Senior Course Reps gather, analyse, and present student feedback to advocate for improvements in the educational experience. They work collaboratively with faculty and administration to address student needs, foster a positive and inclusive learning environment, and promote transparency and accountability within their course.

Academic Course Reps

Academic course reps are a voluntary position that is integral to capturing student voice and collecting feedback. Academic Course Reps will be recruited via an expression of interest form. They will work in collaboration with the Senior Reps to improve student experience. Members will attend Board of Studies (BoS) meetings and Student Experience Committee (SEC) meetings.

CRITERIA

Education, Experience & Training

*Essential
/Desirable*

- A currently enrolled Brunel Student for the whole academic year 26/27. E
- Completed Academic Course Rep training. E
- Experience as an Academic Course Rep for at least 1 academic year. E
- Experience organising meetings, writing reports and minuting meetings. D
- Experience working as part of a team to deliver a project. E
- Administration and data entry skills E

Knowledge

- Knowledge or an understanding of the academic issues that affect the student experience. D
- A good understanding and experience of the variety of needs, experiences, difficulties and expectations of a diverse range of students. E
- Understanding of the Student Union's representation and democracy structures. D
- Competent in the use of IT and Office Suite (e.g. Word, PowerPoint, Teams & Excel) D
- An awareness of/or willingness to learn computer security & data protection E
- Good interpersonal skills and understanding of how to engage with students from diverse backgrounds. E
- Knowledge or understanding of how to write a good and clear report. E
- Administration and data entry skills D

Skills & Abilities

- A commitment and ability to promote equality, diversity and inclusion. E
- Strong oral and written communication skills, including the ability to communicate effectively in oral and written English. E
- The ability to build the trust of community and student opportunities groups. E
- Negotiation and persuasion skills. D
- Self-motivation and an ability to use initiative. E
- Organisational and project-management skills. E
- Ability to show understanding and sympathy when appropriate. E
- Ability to encourage students to develop as individuals within our Brunel Community and foster a sense of respect for one another. D
- The ability to deal with and attempt to resolve situations calmly, with a common-sense approach. E
- The ability to take responsibility for specific initiatives. D
- The ability to lead by good example and create a positive influence others. D

Additional Attributes

- A confident, flexible and mature approach and attitude E
- Commitment to equal opportunities issues. E
- To be willing to undertake relevant training as required. D
- Willing and able to work evenings and weekends on occasion as necessary. E

APPLICATION PROCESS

Interested candidates should submit:

If you are interested in applying for either the Undergraduate Volunteer Facilitator role or the Postgraduate Volunteer Facilitator Role, please complete this short application form.

[Education & Outcomes Council - Volunteer Facilitator Role – Fill in form](#)

The form will ask for a brief statement of interest (maximum 500 words), explaining why you want to become a Facilitator and what you hope to achieve in the role.

Deadline: Wednesday 26th August 2026