**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Royal Holloway 100 (RH100) Student Panellist</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Directorate of Academic Services (Student Services)</td>
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<tr>
<td><strong>Job type</strong></td>
<td>Casual</td>
</tr>
<tr>
<td><strong>Grade:</strong></td>
<td>Grade 1</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>Student Engagement Officer</td>
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</tbody>
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**Purpose of the Post**

The Royal Holloway 100 panel gives students an exciting new opportunity to influence decisions being made at the College and to leave their legacy at Royal Holloway. The RH100 Student Panel will act as a representative body of student views at Royal Holloway. Panellists will basically be paid for their opinions. The decisions and outcomes from the student panel, of 100 students, will affect decision making throughout the college. We require active engagement from RH100 Student Panellists to drive change by gathering feedback and working in partnership with the College. Panellists must be enthusiastic, proactive and consider the issues being discussed and give honest representation of their views and those of their colleagues and friends. The RH100 Student Panellists will report into the Student Engagement Officer.

**Key Tasks**

1. To drive student-led change on campus by gathering feedback and working in partnership with the College

2. To consider the issues being discussed and give an honest representation of your views and those of your colleagues and friends.

3. To attend the RH100 student panel meetings. There will be 3 face-to-face meetings from November to April lasting approximately 2 hours each.

4. If you are unable to attend any of the meetings, you are required to send your apologies to the Student Engagement Officer and provide written input to them on the topics discussed / of interest.

5. To engage with students across campus, consider materials provided to you, gather feedback from your peers and communicate effectively at panel meetings.

6. To bring forward matters of interest from students to the student panel.

7. To debate and consider different ideas in a fair and open manner.
8. Be proactive, organised, motivated, approachable and passionate about Royal Holloway

9. To help with occasional administration if needed by the Student Engagement Officer, this may be supporting and facilitating Panels if required.

10. To give occasional online feedback as required, which will be paid according to the accumulation of minutes it would take to complete the surveys.

11. To undertake any training deemed necessary for the position.

### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.