

Academic Community Rep (fixed term contract)

Edinburgh Napier Students' Association (ENSA) exists to enable students to make the most of their university experience. We do this by representing, supporting and developing Edinburgh Napier students to be successful in their studies; to try out new things; to engage in, and contribute to, university life; to be healthy and happy; to bring about positive change; and to have fun.

We are looking for three organised, engaged and community-focused Academic Community Reps to work within our Student Engagement Team to support student representation on each campus.

Pay: £15.07 per hour (including holiday pay) per hour

Contract: This is a fixed term contract available between October 2026 - December 2026 for 10 weeks, and then an additional 10 weeks between February 2027 - April 2027 following a review in December 2026.

Hours: 8 hours per week during term time within agreed days and times.

Location: You will be based at ENSA's main office on the Merchiston Campus with regular travel to the Sighthill and Craiglockhart campuses depending on the campus focus of your role..

Reports to: Representation & Leadership Development Manager

Purpose:

Academic Community Reps will play a key role in strengthening student representation at Edinburgh Napier University by providing a crucial link between the individual Schools on each campus, their Programme Reps and ENSA. Academic Community Reps will support and enhance representation of a diverse student community on each campus with the aim of improving students' sense of belonging within their student community.

There will be 3 Academic Community Reps – one for each campus – who will be line managed by the ENSA Representation & Leadership Development Manager and supported by the ENSA Co-President (Education & Employability). Post holders will also work closely with the Head of Student Engagement in the University's Department of Learning & Teaching Enhancement and with senior academics in Schools.

Key Responsibilities:

- Support a project focused on addressing a key issue related to student partnership and representation at Edinburgh Napier University. *(You will be asked to briefly present your idea for a project if invited to interview on one of the below topics).* Topic areas may include:
 - Review current Rep opportunities and propose sustainable actions to ensure diversity of Rep voices
 - Create resources and guidance to support recruitment of Reps and awareness of the role and its importance
 - Develop guidance for staff and Reps to support improved collaboration
 - Develop guidance for Reps that support Rep engagement with student feedback data
 - Enhance Rep recognition and reward
- Support and engage in the recruitment, training and promotion of the Programme Rep role.
- Assist in raising the awareness of School, ENSA & student learning & teaching activities and opportunities.
- Support ENSA to increase participation in democratic and representative processes, including Rep training, Student Council and Student Elections, that enable students to create and effect change.
- Assist in the collection and interpretation of student feedback and in closing the loop activities.
- Support the development of Academic Societies to strengthen student belonging.

- Contribute to improvements in student representation to ensure that all students are represented regardless of circumstances and background.
- Support ENSA staff during representative events.

These responsibilities are not exclusive, and some tasks may change depending on the season.

The post is available from mid-October 2026 until April 2027.

Person Specification:

Criteria	Essential	Desirable
Education and Qualifications	• Have completed at least one year of a degree programme at Edinburgh. (If you are a Postgraduate student, this may not apply.)	The role is most suited for an Edinburgh Napier student in their second year or above, ensuring familiarity with university culture and resources while balancing academic commitments with role responsibilities
Experience	• Experience of working in a public-facing role as part of a team	• Experience as a Programme Rep at Edinburgh Napier University • Experience in a representative role • Experience of a student ambassador role or similar • Experience of taking part in student activities in a university setting (e.g., being a member of a club or society)
Knowledge	• A good understanding of the student experience at Edinburgh Napier University • Knowledge of the work of ENSA	• An understanding of current learning & teaching opportunities & challenges
Skills	• Have organisational skills and attention to detail, capable of managing multiple tasks in a fast-paced environment. • Be able to work and communicate with a diverse range of people from different backgrounds • Can work collaboratively as part of a team, demonstrating flexibility and adaptability.	• Have experience and skills in community engagement • Have experience in gathering feedback and 'closing the feedback loop' • Be able to assist in training and facilitation of discussion forums
Attributes	• Enthusiastic and reliable • Have an interest in student representation • Have an interest in learning, teaching and quality enhancement • A team-worker and reliable contributor • Outgoing and people-focused • Enthusiastic about learning new skills • Flexible, adaptable, and resilient	

Eligibility: You should have the right to work in the UK.

As part of your application, you must state which campus you would like to focus on in your role. You should study in a programme on one of the Schools based on that campus.

Campus	Schools
Merchiston	School of Arts & Creative Industries School of Computing, Engineering & The Built Environment
Craiglockhart	The Business School
Sighthill	School of Applied Sciences School of Health & Social Care

To apply: Fill in the application form and send it to HR@napierstudents.com. Please specify the campus role for which you are applying. You may also submit a CV; however, please note that CVs will not be accepted without an application form.

Closing date: Wednesday 16 September 2026, 12pm

Interviews: Interviews will be held in person at Merchiston Campus the week commencing 21 September 2026