

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 in a new role.

Pay: £12.60 per hour

Contract: This is a fixed term contract available between October 2025 - December 2025 for 10 weeks, and then an additional 10 weeks between February 2026 - April 2026 following a review in December 2025.

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: Head of Representation & Leadership Development

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 Head of Representation & Leadership Development and supported by the ENSA Co-President (Education & Employability).

Key Responsibilities:

- Support a project focused on addressing a key issue related to student representation at Edinburgh Napier University. *(You will be asked to briefly present your idea for a project if invited to interview.)*
- Support and engage in the recruitment, training and promotion of the Programme Rep role.
- Assist in raising the awareness of School learning & teaching activities and opportunities by both ENSA and students.
- Support ENSA to increase participation in democratic and representative processes, including Rep Forums, Student Council and Student Elections, that enable students to create and effect change.
- Assist in the collection of student feedback on the overall academic experience.
- Support the development of School Academic Communities & 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 early October 2025 until April 2026.

Person Specification:

Criteria	Essential	Desirable
Education and Qualifications	<i>You will have:</i> <ul style="list-style-type: none"> Have completed at least one year of a degree programme. 	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	<i>You will have:</i> <ul style="list-style-type: none"> Experience of working in a public-facing role as part of a team 	<ul style="list-style-type: none"> 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	<i>You will have:</i> <ul style="list-style-type: none"> A good understanding of the student experience at Edinburgh Napier University Knowledge of the work of ENSA 	<ul style="list-style-type: none"> An understanding of current learning & teaching opportunities & challenges
Skills	<i>You will:</i> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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	<i>You will be:</i> <ul style="list-style-type: none"> 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: 23 September 2025

Interviews: Interviews will be held in person at Merchiston Campus the week commencing 29 September 2025