

Job Title: Student Experience Officer	Reports to: Head of Academic Services
Location: London	Direct Reports: None
Key Responsibilities	
<ul style="list-style-type: none"> ▪ To act as Year Head with pastoral responsibilities for all L4 and L5 BA Acting students, including weekly year meetings and regular pastoral tutorials ▪ To support all students with questions around finance and bursary support ▪ To recruit and manage student ambassadors ▪ To work with Head of Marketing to staff and run open days ▪ To manage student competitions and awards in collaboration with the Associate Dean and liaise with the Head of Marketing to promote these ▪ To support student-led initiatives in your campus in association with the Dean and relevant Associate Dean 	
Organisational Governance	
<ul style="list-style-type: none"> ▪ Provide secretarial support to Student Council Meeting and any other working groups/meetings as required and meet with the Dean and Associate Deans after each meeting to review student feedback ▪ Attend regular CHABs meetings in order to identify and support students with financial hardship ▪ To attend the Curriculum Team Meeting at relevant campus as required 	
Other	
<ul style="list-style-type: none"> ▪ Attend ALRA meetings as outlined in ALRA's meeting structure ▪ To represent the school at a functions and events where appropriate ▪ Occasional travel between sites ▪ Carry out other duties as may reasonably be directed by their line manager 	