

## PDA student representative scheme

### A new opportunity

We are recruiting Student Representatives who will play a key role in supporting the work of our Regional Officials and Academic Liaison Officer to increase awareness of the PDA. Duties will include hosting information stands, supporting the delivery of workshops and attending careers fairs within Schools of Pharmacy and local networks.

This voluntary role is vital to the work of the PDA and will help ensure that more students are aware of who the PDA are, what we do, and what support and advice is available to students.

### A bit about us

The PDA (Pharmacists' Defence Association) is a not-for-profit membership organisation which supports individual pharmacy students, pre-registration trainees and pharmacists. We provide advice and support to members, whilst also lobbying on behalf of our profession to strengthen the sectors' future.

The PDA Union (PDAU) is an independent trade union that runs parallel to the PDA. It exists to represent, defend and support the interests of our members when dealing with employers and/or outside organisations.

You can find out more information about the PDA and PDAU on our website at [www.the-pda.org](http://www.the-pda.org)

### Our people

There is a dedicated team at the PDA, some of whom are based at our head office in Birmingham and others operate regionally across the UK. The team is made up of pharmacists, lawyers, paralegals and lay people from a variety of backgrounds.

Regional roles include committee members, who look after the interests of local members – regional officials, who are the liaison point between the committees and the National Executive, as well as a large number of caseworkers / representatives who assist members in daily situations such as disciplinary meetings at work.

### How we work

The PDA undertakes a diverse range of activities across the UK. We are always seeking to further enhance and expand the work we do for our members, and the wider profession. For example, the support we provide within day to day employment situations for our pharmacist members is replicated for students and pre-registration trainees who may face challenges during their studies or training. Additionally, we work closely with the Schools of Pharmacy to provide workshops to students. We

highlight best practice and share our experiences and knowledge to help provide pharmacy students and pre-reg trainees with the best possible preparation for the future.

Our Education Officer works closely with the Schools of Pharmacy and Regional Officials in the provision of these workshops, whilst also overseeing the popular Finishing First and Aiming High training events we put on for our pre-reg members, in association with other reputable organisations.

Further information about the structure and nature of this role is set out below.

## Role description

The job description of a PDA Student Representative is highlighted below and may be adjusted as the role develops.

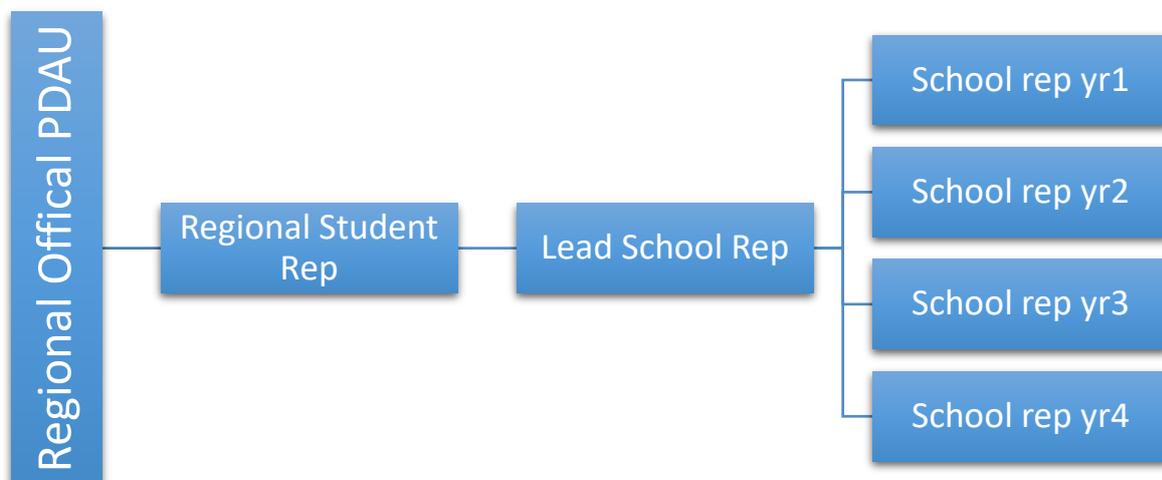
## Development opportunities

- To increase your understanding of the aims and vision of the PDA
- To develop your interpersonal, communication and organisational skills

## Key duties

- To attend events on behalf of the PDA, alongside PDA staff / Regional Officials
- To engage with students in your School of Pharmacy
- To raise awareness of the work of the PDA by supporting the delivery of presentations about the PDA within your School of Pharmacy
- To work and liaise with the Regional Student Rep Lead, PDAU Regional Official, PDA Academic Liaison Officer and other PDA staff members as required.

## Proposed structure



## Requirements

All applicants must be PDA members who are pharmacy students within the UK. In addition to:

- Having the ability to inspire people about the work of the PDA
- Being a confident communicator
- Possessing good organisational skills
- Being able to work creatively
- Having a commitment to own personal development and training
- Being willing to attend meetings as required
- Being willing to adhere to PDA policies

***We are passionate about supporting you to develop your skills and you will be valued members of the team.***

*All PDA student reps will be supported and given full training to carry out their role. There will be ongoing development opportunities in line with the role as well as to enhance professional development. PDA Student Reps will also receive regular updates on PDA activities and campaigns. We hope that one student rep will fill the current vacant seat on the PDAU National Executive Committee.*

## Expenses

This is a voluntary role. The PDA will ensure that student rep volunteers are reimbursed for any required “out of pocket” expenses.

## Hours

Hours are flexible – reps will be expected to attend approximately two events per academic term. This may include an occasional evening and/or weekend. Hours will vary depending on the activity, for example careers fairs may be up to 6 hours and workshops are usually 2 hours.

## Visas

If you are an overseas student with a Tier 4 visa, you are able to apply due to the voluntary nature of the role. However, for further information and guidance please visit: <https://www.ukcisa.org.uk/Information--Advice/Working/How-many-hours-can-you-work>

## Selection Procedure

If you are interested in getting involved, please complete the online application form. Once we have reviewed your application, you may be offered an informal telephone interview. Unsuccessful applicants will be advised by email.

## Key dates

Applications opened Monday 1<sup>st</sup> July 2019 and are ongoing.

**Please email any questions to Collette Bradford at: [students@the-pda.org](mailto:students@the-pda.org)**