



THE STUDENT VOICE

STUDENT REPRESENTATION STATEMENT

1. Aim

Students have an important role to play in shaping the work of the Inner Temple (the Inn). This statement sets out how the Inn works in partnership with students to ensure that their views, ideas and feedback are heard and inform the Inn's work.

The Inn greatly values the time students give to providing feedback and participating in our decision-making processes. Student feedback helps us to enhance the experience of current students and inform the future development of the Inn.

2. The Student Ambassador Scheme and Committee Representation

The Student Ambassador Scheme provides a formal means through which the views of the wider student body can be represented within the Inn.

Seven Student Ambassadors are appointed each year. Each Ambassador also serves as a student representative on one of the following committees:

- **Education & Training Committee Representative** (Two representatives)
The Education & Training (E&T) Committee is one of our main committees and has overall responsibility for all E&T activities, quality assurance, and policy development and implementation at the Inner Temple.
- **Library Committee** (One representative)
The Library Committee is also one of the main Inner Temple committees. This Committee supervises the management of the Library so as to achieve the best and most efficient services that can be provided, with the resources available, to judges, barristers, pupils and students.
- **Qualifying Sessions Committee Representative** (Two representatives)
This Committee is responsible for the approval, quality assurance and organisation of the Inn's Qualifying Sessions for students.

- **Student Engagement & Support Committee** (Two representatives)

This Committee is responsible for making the best and most efficient provision to support student members of the Inn that can be achieved with the resources available. Each student society is represented on the Committee. Student societies include Debating, Drama, Mooting, Racial Equality and the Inner Temple Students' Association (ITSA). Marshalling and mentoring also fall within the remit of the Student Engagement & Support Committee (SESC).

The two Ambassadors appointed to the SESC will also be co-opted members of the Inner Temple Students' Association (ITSA) and invited to attend ITSA meetings.

Committee representation is a key component of the Student Ambassador role. Attendance at all committee meetings is expected. The Inn may additionally consult with Ambassadors outside of the scheduled meetings. Engagement in those discussions is also expected.

The Student Ambassador term runs from 1 November to 31 July. The role provides Ambassadors with an opportunity to make a meaningful contribution to the Inn while developing skills including communication, leadership, teamwork and relationship management.

3. Appointment

Student Ambassadors are appointed through an annual application process. Applicants are asked to respond to two questions:

- a) Why do you want to be a Student Ambassador?
- b) If you are successful in becoming a Student Ambassador, how would you engage the wider student cohort?

The selection process is undertaken by the E&T Department and successful applicants are notified before the start of the Ambassador term.

4. The role of a Student Ambassador

Student Ambassadors represent the views of the Inn's wider student community and provide an important link between students and the Inn. Student Ambassadors are expected to:

- engage with the wider student community and actively seek students' views, ideas and feedback;
- represent the views of the wider student body, rather than solely their own experiences or opinions;
- raise relevant student feedback at Student Ambassador meetings, committee meetings and in Inn consultations outside of meetings.
- contribute constructively to discussions about the student experience;
- communicate relevant discussions, actions and outcomes to the wider student body;
- signpost students to appropriate information, support or contacts within the Inn where necessary; and
- act in accordance with the Inn's governance, policies and regulations.

Student Ambassadors will also provide a standing update to the SESC, enabling student views and relevant matters arising from the Ambassador Scheme to be considered regularly.

5. Student Ambassador meetings

Student Ambassadors meet formally online three times during their term:

- **November:** Welcome and induction meeting
- **January:** Student Ambassador Forum meeting
- **March:** Student Ambassador Forum meeting

The November meeting is led by the E&T Department and provides Ambassadors with an induction to their role.

The January and March meetings are led by the Student Ambassadors. Collectively, Ambassadors will:

- agree and schedule the dates of the meetings, and invite attendees;
- prepare the agendas;
- chair the meetings; and
- prepare and circulate the minutes.

Holding these meetings in January and March ensures that matters raised by students can be considered sufficiently early in the academic year for appropriate action to be taken, where possible.

Meeting agendas will be shared with the E&T Department in advance so that relevant colleagues from elsewhere within the Inn may be invited to contribute where appropriate. At least one member of the E&T Department will attend each meeting.

6. Communication with the Student Community

Effective representation depends upon regular communication between Student Ambassadors and the students they represent. Ambassadors are expected to engage with the wider student community throughout their term, seeking views and feedback and communicating relevant discussions and outcomes.

Student Ambassadors will also be allocated a 200-word section in the Inn's termly student updates to inform the wider student body about their activities, discussions, feedback and outcomes. These updates are normally issued in December, April and at the end of the academic year.

7. The Inn's Responsibilities

The Inn will support Student Ambassadors to fulfil their roles effectively. We will:

Engage

- provide opportunities for Student Ambassadors to contribute to the Inn's decision-making processes;
- consult Ambassadors on matters relevant to the student experience; and
- be receptive to their views, ideas and feedback.

Support

- provide an induction and any relevant training;

- provide appropriate guidance and support for Student Ambassador Forum meetings and committee meetings;
- support Ambassadors in engaging with the wider student body; and
- ensure appropriate members of staff are available to contribute to discussions where required.

Feedback

- keep Ambassadors informed of relevant actions and outcomes arising from student feedback; and
- where changes cannot be made, explain the reasons where appropriate.

8. Code of Conduct for Student Ambassadors

Student Ambassadors are expected to:

- Read and adhere at all times to the Inn's [Volunteer and Participant Code of Conduct](#).
- Recognise the importance of the role and the time commitment required to fulfil it effectively.
- Attend the Student Ambassador induction and any required training.
- Prepare appropriately for meetings, including seeking relevant views and feedback from the wider student body.
- Administer and attend Student Ambassador Forum meetings.
- Attend all committee meetings associated with their representative role and contribute to committee discussions outside of the scheduled meetings, where requested.
- Contribute to meetings in a respectful, constructive and professional manner.
- Keep the students they represent appropriately informed about relevant discussions and outcomes.
- Inform the E&T Department promptly if they are unable to attend a meeting or are no longer able to fulfil the role.
- Complete mandatory Equality, Diversity and Inclusion training required for committee members.

9. Annual cycle

Period	Activity
October	Appointment of Student Ambassadors
1 November	Ambassador term begins
November	Welcome and induction meeting
December	Ambassador contribution to termly student update
January	Student-led Student Ambassador Forum meeting
March	Student-led Student Ambassador Forum meeting
April	Ambassador contribution to termly student update
End of academic year	Final contribution to student update
31 July	Ambassador term concludes

Committee meetings and, where applicable, ITSA meetings will take place alongside this timetable.

September 2026, v1