



Role description: ISA Executive (ISA) Community Representative

This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

<p>Role: ISA Executive Community Representative</p>	<p>Department: Advice & Representation Centre</p>
<p>Description:</p> <p>The Community Representative promotes the values of equality and diversity (involving the inclusion of and provision for students whatever their ethnicity, nationality, disability, religion, age and sexuality) in all aspects of ISA business and international student issues, liaising with Student Officers (especially the Education Officer and Community Officer), Academic Representatives, University and Students' Union (SU) staff members as well as businesses and organisations outside the University. They also liaise with faith and cultural societies to see if there is additional support they need or if their members have flagged up any issues.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Attend ISA Executive meetings. • Jointly lead (with the ISA Executive Chair) the annual International Student Forum, organized by the ISA Executive with assistance from the Publicity Representative. • Explore equalities and diversity issues for international students and report to the ISA Executive, with suggested campaigns and actions. • Carry out feedback on ISA events. • Develop campaigns and events promoting equality and diversity in partnership with other SU and University departments and, 	<p>Time Commitment:</p> <ul style="list-style-type: none"> • 1 hour per month for the ISA Executive Committee. • Liaising with Student Officers, societies, ISA Executive members and external contacts as appropriate. <hr/> <p>Venue: No single venue, but the International Coordinator is based in 1E3.5</p> <hr/> <p>Supported by:</p>

<p>where appropriate, with external stakeholders.</p> <ul style="list-style-type: none"> • Positively promote equality and diversity within the SU, and wider international student experience. • Liaise with faith and cultural societies to build good relations between societies and the ISA. • Identify issues that students have flagged up and bring this to the attention of the ISA Executive. • Attend Equality & Diversity network. <hr/> <p>Opportunities:</p> <ul style="list-style-type: none"> • You will have the chance to promote the values of equality and diversity (involving the inclusion of and provision for students whatever their ethnicity, nationality, disability, religion and sexuality) in all aspects of ISA business. • Develop collaborations with appropriate groups. • Develop transferable skills of research, planning, communication and presentation through training and experience. • Cooperating to plan and deliver an event (ISA Forum). 	<ul style="list-style-type: none"> • International Coordinator • Community Officer <hr/> <p>Training: In-house training from SORTED, Advice & Representation and the Societies team in:</p> <ul style="list-style-type: none"> • Marketing. • Website & publicity. • Democracy. • Event planning. 				
<p>Useful previous skills and experience:</p> <ul style="list-style-type: none"> • Organisational skills. • Communication skills. • Enthusiasm and imagination. • PR experience would be useful. 	<p>Benefits:</p> <ul style="list-style-type: none"> • Free training. • Meet new people. • Attend and contribute to University meetings. • Enhance your CV. • Gain skills to enhance personal development. 				
<p>Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)</p>					
<p>Written communication</p>	<p>✓</p>	<p>Teamwork</p>	<p>✓</p>	<p>Financial management</p>	

Verbal communication	✓	Time management	✓	IT	
Delegation		People management	✓	Marketing	✓
Decision-making	✓	Negotiation	✓	Planning	✓
For further info contact: International Coordinator 1E3.5 international@bath.ac.uk 01225 385887			Website: www.bathstudent.com/isa/		