



Role description: ISA Executive Events & Publicity 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 Events & Publicity Representative</p>	<p>Department: Advice & Representation Centre</p>
<p>Description: The Events Representative is responsible for organising and co-ordinating social, networking, training and any other events and activities for all international students, and developing collaborations with appropriate groups. The Publicity Representative is responsible for designing and producing materials to positively promote the ISA and its activities and to gather and convey international student opinion to the ISA Executive and other bodies within the Students' Union and the University. This includes producing publicity material, writing articles for bathimpact (the student newspaper), other media groups and liaising with the Student Officers and the Students' Union Marketing team.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Attend ISA Executive Committee meetings. • Report to the ISA Executive Committee and ensure full support for and feasibility of events. • Maintain and promote a list of any events (including externally organised ones) of interest and relevance to international students • Positively promote the aims and objectives of the ISA. • Effectively publicise the group's activities. • Publicise the meetings, events, campaigns and work of the ISA. • Help co-ordinate Activities Fair stand. • Ensure the group works to the Students' Union rules regarding promotional material, including authorisation stamps and expiry dates. 	<p>Time Commitment:</p> <p>One academic year minimum.</p> <ul style="list-style-type: none"> • 1 hour per month for the ISA Executive Committee. • 3 hours per year attending 'OneBath' event. • 1 hour a week producing publicity material or news items. • Liaising with Student Officers, ISA Executive members and external contacts as appropriate. <hr/> <p>Venue: No single venue, but the International Coordinator is based in 1E3.5</p>

- Liaise with bathimpact (Students' Union newspaper) and encourage the publication of ISA relevant articles as well as other media groups in the University.
- Help to organise OneBath week.

Supported by:

- International Coordinator
- [Community Officer](#)

Opportunities:

- Organise and co-ordinate events for the ISA.
- Develop collaborations with appropriate groups.
- To increase recognition for the ISA and members through various means of publicity.
- Develop transferable skills of leadership, communication and planning through training and experience.

Training:

In-house training from [Skills Training](#), Advice & Representation and the Societies team in:

- General Administration.
- Finance.
- Democracy.
- Running events.
- Website & publicity.
- Marketing

Useful previous skills and experience:

- Organisational skills.
- Enthusiasm and imagination.
- Event management training or experience would be useful.

Benefits:

- Free training.
- Meet new people.
- Enhance your CV.
- Gain experience of event management and representation.

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written communication	✓	Teamwork	✓	Financial management	
Verbal communication	✓	Time management	✓	IT	✓
Delegation	✓	People management	✓	Marketing	✓
Decision-making		Negotiation	✓	Planning	✓

For further info contact:

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