



**Role description: ISA Executive Campaigns Officer**

*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><b>Role:</b> ISA Executive Campaigns Officer</p>	<p><b>Department:</b> Advice &amp; Representation Centre</p>
<p><b>Description:</b> The Campaigns Officer is responsible for organising and co-ordinating campaigns, networking and training for all international students. They should also liaise with the student officers around any relevant issues in the Top 10 and keep updated on the NUS International Students campaign.</p>	
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Attend ISA Executive Committee meetings.</li> <li>• Report to the ISA Executive Committee and ensure full support for and feasibility of campaigns.</li> <li>• Co-ordinate campaigns for ISA and work with the Advice &amp; Representation Centre staff, the Community Officer and the Campaigns Intern on student campaigns.</li> <li>• Develop relations with other Students' Union departments, societies and groups and develop collaborative events.</li> <li>• Positively promote the aims and objectives of the ISA.</li> <li>• Keep up to date on NUS campaigns.</li> </ul>	<p><b>Time Commitment:</b></p> <p>One academic year minimum.</p> <ul style="list-style-type: none"> <li>• 1 hour per month for the ISA Executive Committee.</li> <li>• Liaising with Student Officers, ISA Executive members and external contacts as appropriate.</li> </ul>
<p><b>Opportunities:</b></p> <ul style="list-style-type: none"> <li>• Organise and co-ordinate campaigns for the ISA.</li> <li>• Develop collaborations with appropriate groups.</li> </ul>	<p><b>Venue:</b> No single venue, but the International Coordinator is based in 1E3.5</p> <hr/> <p><b>Supported by:</b></p> <ul style="list-style-type: none"> <li>• International Coordinator</li> <li>• <a href="#">Community Officer</a></li> <li>• Campaigns Intern</li> </ul> <hr/> <p><b>Training:</b> In-house training from <a href="#">Skills Training</a>, Advice &amp; Representation and the Societies</p>

<ul style="list-style-type: none"> <li>• Develop transferable skills of leadership, communication and planning through training and experience.</li> <li>• Opportunity to network with International students from across the UK</li> </ul>	team in: <ul style="list-style-type: none"> <li>• General Administration.</li> <li>• Democracy.</li> <li>• Running campaigns</li> </ul>				
<b>Useful previous skills and experience:</b> <ul style="list-style-type: none"> <li>• Organisational skills.</li> <li>• Enthusiasm and imagination.</li> </ul>	<b>Benefits:</b> <ul style="list-style-type: none"> <li>• Free training.</li> <li>• Meet new people.</li> <li>• Enhance your CV.</li> <li>• Gain experience of event management and representation.</li> </ul>				
<b>Skills Gained:</b> Participating in this opportunity will enable you to develop and practice the following skills (marked ✓ )					
<b>Written communication</b>	✓	<b>Teamwork</b>	✓	<b>Financial management</b>	
<b>Verbal communication</b>	✓	<b>Time management</b>	✓	<b>IT</b>	✓
<b>Delegation</b>	✓	<b>People management</b>	✓	<b>Marketing</b>	✓
<b>Decision-making</b>	✓	<b>Negotiation</b>		<b>Planning</b>	✓
<b>For further info contact:</b> International Coordinator 1E3.5 <a href="mailto:international@bath.ac.uk">international@bath.ac.uk</a> 01225 385887	<b>Website:</b> <a href="http://www.bathstudent.com/isa/">www.bathstudent.com/isa/</a>				