

Role description: Enable Committee – Campaigns Co-Chair

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: Enable Committee Campaigns Co-Chair</p>	<p>Department: Advice & Representation Centre</p>
<p>Description: The primary spokesperson and representative of the Enable Students group, along with the Events Co-Chair, seeking to positively uphold and implement the aims and objectives of the group and the Students' Union. This role focuses on national and local campaigns, fundraisers, and recognition of Enable as a group promoting diversity.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Responsible for involvement in both national and local campaigns, such as IDPWD, University Mental Health Day, or campus poster campaigns/awareness events. • Designing, organising, and purchasing campaign materials. • Publicity for campaigns (shared with Secretary), and liaising with the SU to make sure they are aware of campaigns. • Attend Enable & Committee meetings; liaising with the committee at least once a week (additional contact may be via social network/email). • Organising and carrying out fundraisers. • Coordinating with NUS Disability Rep in preparation for Disabled Students Conference. • To respond to any requests and provide up-to-date information on group campaigns. <p>Shared responsibilities (with events co-chair):</p> <ul style="list-style-type: none"> • Budgeting/treasurer duties • General support/complaints/accessibility issues • Monitoring SUenable inbox • Risk assessments (not including socials) 	<p>Time Commitment: One academic year.</p> <ul style="list-style-type: none"> • 1.5 hours per week for Enable & committee meetings. • Other time commitments as needed (estimated 1-4 hours per week, dependent on individual events). • 1 hour per month D&S Exec or Equality & Diversity Network meetings (shared with co-chair). • Occasional time to run stalls, e.g. at Fresher's Fair, campaign stalls, etc. • Initial training. <hr/> <p>Venue: No single venue, all staff and Officers who support the role are based in the Advice & Representation Centre (Students' Union Building 3.1).</p> <hr/> <p>Supported by:</p> <ul style="list-style-type: none"> • Advice & Community Manager • SU Community Officer • Advice and Support Advisor

- D&S exec, EDN meetings, meeting with Community Officer, etc.

Opportunities:

- Developing and leading a group.
- Gaining key transferable skills.
- Develop communication and teamwork skills.
- Develop time management and event management skills.
- Planning skills.

Training:
In-house training from Skills Training, Advice & Representation and the Societies team in:

- Chairs training
- General Admin.
- Finance.
- Democracy.
- Running events.
- Website & publicity.

Useful previous experience:

- Organisational skills.
- Previous experience of a society or D&S group and how it functions.
- Experience campaigning/marketing or making your voice heard.

Benefits:

- Make your own mark on a student group.
- Enhance your CV.
- Gain skills to enhance personal development.
- Meet new people.
- Support from SU Community Officer and other key staff and officers
- Contribution towards Bath Award

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 information, contact:
sucommunity@bath.ac.uk or
suadvice@bath.ac.uk

Website:
<http://www.bathstudent.com/advice/student-groups/enable/>