

**Role description: Enable Committee - Events 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><b>Role:</b> Enable Committee - Events Co-Chair</p>	<p><b>Department:</b> Advice &amp; Representation Centre</p>
<p><b>Description:</b> The primary spokesperson and representative of the Enable Students group, along with the Campaigns Co-Chair, seeking to positively uphold and implement the aims and objectives of the group and the Students' Union. This role focuses on member involvement and support, internal events, and the general planning and running of the group.</p>	
<p><b>Main duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To liaise with the committee to ensure smooth running of the group to achieve its aims.</li> <li>• Plan and chair weekly Enable meetings.</li> <li>• Chair regular committee meetings.</li> <li>• Organise stalls for non-campaigning events, e.g. Activities Fair, Refresh Fair.</li> <li>• Suggest and organise events for members during the year (past examples: accessible yoga, introduction to sign language)</li> <li>• Ensure an effective handover is carried out with the succeeding chair.</li> <li>• Liaise with the SU Community Officer, the SU advisor (from the advice &amp; representation centre), and other staff and committees.</li> <li>• Collaborate with other D&amp;S groups</li> <li>• General correspondence; first point of contact for accessibility issues.</li> </ul>	<p><b>Time Commitment:</b> One academic year.</p> <ul style="list-style-type: none"> <li>• 2.5 hours per week preparation and attendance of weekly meetings, plus follow-up committee meetings.</li> <li>• 1-3 hours per week additional time commitment for events, planning, and liaison with Students' Union and University bodies</li> <li>• 1 hour per month D&amp;S Exec or Equality &amp; Diversity Network meetings (shared with co-chair).</li> <li>• Occasional time to run stalls or events, e.g. at Fresher's Fair, evening events, etc.</li> <li>• Initial training.</li> </ul> <hr/> <p><b>Venue:</b> No single venue, all staff and Officers who support the role are based in the Advice &amp; Representation Centre (Students' Union Building 3.1).</p>
<p><b>Shared responsibilities (with campaigns co-chair):</b></p> <ul style="list-style-type: none"> <li>• Budgeting/treasurer duties</li> <li>• General support/complaints/accessibility issues</li> </ul>	<p><b>Supported by:</b></p> <ul style="list-style-type: none"> <li>• Advice &amp; Community Manager</li> <li>• SU Community Officer</li> <li>• Advice and Support Advisor</li> </ul>

- Monitoring SU Enable inbox/queries
- To work with other officers to produce an annual generic risk assessment for the group, and specific RAs for events or trips as necessary.
- 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.
- Understanding or experience of a disability, mental illness or long-term health problem.

**Benefits:**

- Make your own mark on a student group.
- Enhance your CV.
- Gain skills to enhance personal development.
- 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 ✓ )

<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>	✓

**For further info contact:**

Students' Union Community Officer  
[sucommunity@bath.ac.uk](mailto:sucommunity@bath.ac.uk) 01225 384223  
 or SU Advice and Community Manager –  
[c.lacey@bath.ac.uk](mailto:c.lacey@bath.ac.uk)

**Website:**

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