

University of Bath Students' union

Events Representative

Role: Events Representative

- Key Responsibilities:**
- To assist in the development of an annual calendar of events for your accommodation area, including the organisation of an end of year event
 - To promote the different events and opportunities offered by the University and the Students' Union
 - To act as a contact between first years, the Students' Union and the University and provide feedback and suggestions
 - To help create a sense of community and pride and improve the hall experience
 - To work with Resident Tutors to organise and publicise Resident Tutor events
 - To support the community coordinator in planning cross-campus events, e.g. the Hall Awards
 - Coordinate area publicity – fb, twitter, web pages, newsletters

- Benefits/rewards:**
- This is a fantastic opportunity to get involved in University life and the Students' Union straight away while making sure you, and everyone else in your accommodation area, has an amazing First Year!
- Skills development e.g. communication, teamwork, events planning – beneficial for your CV
 - Chance to ensure everyone has an exciting time in halls with lots of opportunities to socialise
 - The chance to meet, socialise with and represent students in your area
 - Invite to a catered event once a semester
 - Insider knowledge about the opportunities and events happening on campus
 - Opens up avenues for continued involvement in the Students' Union

Department: Students' Union

- Time Commitment:**
- Event Reps will be in place for one academic year though may be asked to support the promotion of elections during Freshers' Week 2014 as well as the delivery of the role-specific training session to the following year's Events Reps.
 - Usually around 2 hours per week with extra time at busy periods, particularly when events are occurring
 - Attendance at regular committee meetings
 - Attendance at Events Reps meeting
- Venue:** Halls / Community 1 East 3.17
- Responsible to:** Community Coordinator

- Training and Support:**
- 2 general Hall Representative training sessions
 - 1 role-specific training session
 - 1 marketing & webpages information session
 - Support for this role will be provided by the Community Coordinator

- A Hall Rep will be/have:**
- A current student at the University of Bath
 - Friendly and approachable with genuine enthusiasm for getting others involved and ensuring everyone has a good time in halls
 - Creative with lots of good ideas for social events
 - Motivated, sociable and organised with a keen interest in promoting the fantastic opportunities Bath has to offer
 - Responsive to the needs of others and sensitive to a range of personalities and cultures

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills

Teamwork*	X	Delegation	X	Financial Management	X
Verbal Communication*	X	Negotiation	X	I.T.	
Written Communication*		People Management	X	Organisation/ Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*	X	Marketing	X	Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	
Active Listening	X	Confidentiality		Events Management	X