

This opportunity profile is designed to give you an idea of what your Executive Committee position will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

1) Role: Deputy Editor-in-Chief (bathimpact)

Department: Media (Supported by Marketing)

Duties and Responsibilities:

- a. The Deputy Editor-in-Chief assumes the role of Editor-in-Chief in their absence.
- b. The Deputy Editor-in-Chief may assist the Editor-in-Chief and other section editors in editing articles for style and length and ensuring that the newspaper has a consistent style.
- c. The Deputy Editor-in-Chief may be required to lay-up parts of bathimpact which do not have designated section editors on behalf of the Editor-in-Chief.
- d. The Deputy Editor-in-Chief will assist the Editor-in-Chief in dealing with organisational, administrative or disciplinary issues with members.
- e. The Deputy Editor is responsible for the overall aesthetic of the newspaper.
- f. The Deputy Editor is responsible for coordinating the sub-editors and the sub-editing process on the day of production.

Main Tasks:

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Training and Support:

- Handover training with the previous bathimpact Deputy Editor.
- Committee training via skills training

Time Commitment:

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Venue: URB, CTV and bathimpact, marketing office and across campus.

Responsible to: bathimpact Editor, Media Officer & SU President

Members of SU Staff:

SU President (supresident@bath.ac.uk)

- Represents students in Media
- Provides advice and support for all students in Media
- Gives strategy and development to Media and the areas within it.

Helen Freeman Marketing Manager (h.freeman@bath.ac.uk)

- Oversees the area as a whole
- Deals with Risk Assessments for big events
- In charge of all the Health and Safety for society events and activities
- Setting up elections
- Retrieving results for online elections
- All administration duties

Useful Requirements:

- Participation in previous Media groups, events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee works
- Good Networking skills
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills

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	✓	I.T.	✓
Delegation	✓	People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	

For further info contact:

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SUPresident@bath.ac.uk

Website:

www.bathstudent.com/media