

Role description: Student Minds Events Officer

Role: Student Minds Events Officer		Department: Advice & Support Centre			
Duties and Responsibilities: <ul style="list-style-type: none"> To liaise with the committee to ensure smooth running of the group to achieve its aims. Deliver a variety of events and campaigns. To respond to any requests and provide up-to-date information on group campaigns. Attend specific training sessions. Attend regular committee meetings. To liaise with Advice & Community Manager, the SU Community Officer and Advice and Support Advisors. To produce an annual development plan and to be responsible for budget request within the association. Have up to date knowledge of the group's financial situation. To work with other officers to produce an annual generic risk assessment for the group, and specific RAs for events as necessary. 		Time Commitment: One academic year minimum. <ul style="list-style-type: none"> Average 1-2 hours per week. Attendance at group meetings. Liaison with members of relevant Students' Union and University bodies, as appropriate. 			
Opportunities: <ul style="list-style-type: none"> Developing and leading a group. Gaining key transferable skills. 		Venue: No single venue, all staff and Officers who support the role are based in the Advice & Support Centre (Level 2, The SU).			
Useful previous experience: <ul style="list-style-type: none"> Organisational skills. Leadership skills. Previous experience of event management would be useful. 		Supported by: <ul style="list-style-type: none"> Advice & Community Manager SU Community Officer Advice and Support Advisors 			
		Training: In-house training from Skills Training, Advice & Support and the Societies team in: <ul style="list-style-type: none"> General Admin. Finance. Democracy. Running events. Website & publicity. 			
		Benefits: <ul style="list-style-type: none"> Make your own mark on a student group. Enhance your CV. Gain skills to enhance personal development. Meet new people. 			
Skills Gained:					
Written communication	✓	Teamwork	✓	Financial management	✓
Verbal communication	✓	Time management	✓	IT	✓
Delegation	✓	People management	✓	Marketing	✓
Decision making	✓	Negotiation	✓	Planning	✓

For further information contact:

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www.thesubath.com/diversity-support