

Role description: Bath Erasmus and Exchange Network (BEN) Publicity Officer

Role: Bath Erasmus (BEN) Publicity Officer		Department: Advice & Support Centre			
Description: The Publicity Representative is responsible for designing and producing materials to positively promote BEN and its activities and to gather and convey the opinion of the group members to the BEN committee and other bodies within the Students' Union and the University.					
Duties and Responsibilities: <ul style="list-style-type: none"> Effectively publicise the group's activities. Publicise the meetings, events, campaigns and work of BEN. Attend BEN Committee meetings. Liaise with other committee members in order to produce appropriate literature and marketing materials. Work with The SU Marketing team to ensure compliance with marketing and branding guidelines. Maintain and update BEN's web page and social media channels. Help co-ordinate Societies Fair stand. Liaise with The SU student media groups and encourage the publication of articles relevant articles to BEN. 		Time Commitment: One academic year minimum. <ul style="list-style-type: none"> BEN Committee meeting every month – 1 hour plus preparation. Liaison with members of relevant Students' Union and University bodies, as appropriate. 			
Opportunities: <ul style="list-style-type: none"> To increase recognition for the BEN and its members through various means of publicity. Develop collaborations with appropriate groups. Develop transferable skills of leadership, communication and planning through training and experience. 		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. Communication skills. Enthusiasm and imagination. Any marketing or publicity experience would be useful. 		Supported by: <ul style="list-style-type: none"> Advice & Community Manager SU Community Officer Advice and Support Advisors 			
Skills Gained:		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. 					
Written communication	✓	Teamwork	✓	Financial management	
Verbal communication	✓	Time management	✓	IT	✓
Delegation	✓	People management	✓	Marketing	✓
Decision making		Negotiation	✓	Planning	✓

For further information contact:

The SU Community Officer, sucommunity@bath.ac.uk, 01225 384223

www.thesubath.com/diversity-support