



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 the role.

Role: V Team Publicity Officer
To take the lead in publicising events through various media outlets. Maintain the V Team BathStudent webpages to ensure members are kept up to date with news & information

Department: V Team, Volunteer Office

Duties and Responsibilities:
Specific:

- Create flyers and posters for V Team events/projects
- Design plasma screen adverts
- Manage V Team social media accounts: Twitter, Facebook and Instagram
- Manage V Team webpages
- Write articles & press releases for the papers (Impact & Bath Chronicle)

All V Team committee members will be required to:

- support V Team promotional activities: Freshers Week, Refresh Week, Student Volunteering Week
- attend weekly committee meetings
- attend V Team socials
- volunteer when available to set a good example

Time Commitment:
Minimum 4 hours per week, but will need to be flexible

Venue:
Student Volunteer Office / Various

Responsible to:
V Team committee and membership
Volunteer Support Coordinator
Volunteer Liaison Officer
SU Community Officer
Societies and Volunteering Manager

Opportunity:
To oversee the work of members running the publicity for each V Team Project

To develop publicity skills and offer advice and support to members when required

Benefits:

- Acquisition of graduate skills, such as organisation, teamwork and time management
- Chance to make a difference in the local community
- Meeting lots of like-minded individuals
- Chance to network with local charities for jobs
- Enhance your CV

Useful previous experience/skills needed:
Some previous experience of V Team and volunteering desirable, but not essential

Training and Support:

- Support from the Volunteer Office
- Various training available from Skills Training
- Specific role training available if required

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

Teamwork*	X	Delegation	X	Financial Management	X
Verbal Communication*	X	Negotiation	X	IT	X
Written Communication*	X	People Management		Organisation/Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*		Marketing	X	Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	

*Skills required for the Bath Award