**University of Bath Students’Union – LGBT+**

**Social Secretary**

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| **Duties and Responsibilities**   * Organise a schedule of social events for all LGBT+ students that may include drinking alcohol. * Co-ordinate with Chairs and to allocate funds to social activities. * Co-ordinate with the sober social secretary to ensure the events schedule is well planned without clashes. * Ensure that events are well publicised to the membership and potential members. * Attend LGBT Committee meetings. |  | **Time commitment**  First Semester- 2 hours per week  Second semester- 2hours per week  **Accountable to**  SU Community Officer, Advice & Community Manager  **Venue**  Advice & Support Centre  Potential meeting venues  **Supported by**  SU Community Officer and Advice and Community Manager Advice & Support Co-ordinator |
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| **Opportunity**   * Develop communication skills * Develop time management and event management skills. |  | **Benefits**  Skills gained; CV enhancement; support from SU Community Officer and other key staff and officers; contribution towards Bath Award |
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| **Useful previous experience**  Leadership, Management, Volunteering |  | **Training and support**  Training offered management and communication |

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| **Skills gained**: Participating in this opportunity will enable you to develop and practise the following skills (marked ✓) | | | | | | | |
| Written communication | ✓ | Teamwork | | | ✓ | Financial management | ✓ |
| Verbal communication | ✓ | Time management | | | ✓ | IT | ✓ |
| Delegation | ✓ | People management | | | ✓ | Organisation/planning | ✓ |
| Decision making | ✓ | Negotiation | | | ✓ | Marketing | ✓ |
| Others (as specified below):  Event Management | | | | | | | |
| **For further information, contact:**  [sucommunity@bath.ac.uk](mailto:sucommunity@bath.ac.uk) or  suadvice@bath.ac.uk | | |  | **Website:**  <https://www.thesubath.com/lgbt/> | | | |