**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 CentrePotential 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 or suadvice@bath.ac.uk |  | **Website:**<https://www.thesubath.com/lgbt/> |