

**University of Bath Students' Union – LGBT+
Social Secretary**

Duties and Responsibilities

- Organise social events for all LGBT students.
- Co-ordinate with Chairs and Treasurer to allocate funds to social activities.
- Co-ordinate with IT officer to ensure that all social events are well publicised.
- Attend LGBT Committee meetings.

Time commitment

First Semester- 2 hours per week
Second semester- 2 hours 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

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

Useful previous experience

Leadership, Management, Volunteering

Training and support

Training offered management and communication

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/>