

Role:
Minervas Publicity Officer

Department:
Volunteer Centre

- Duties and Responsibilities:**
- Make promotional material (posters/flyers/other content) for each Minervas’ event and ensure it is adequately shared via social media (and on campus through posters)
 - Promote Minervas as a society on social media
 - Email relevant societies and university contacts to spread awareness of Minervas’ events to specific cohorts or societies
 - Hire additional publicity volunteers if and when needed and liaise with them
 - Take and share pictures during various events
 - Attend Minervas meetings
 - Ensure the marketing material meets the SU criteria

Time Commitment:
Approximately 1-2 hours per week, increasing at some peak times and decreasing over university holidays

Venue: Various

Responsible to: Minervas Chair, Volunteering Administrator, and Community Officer

- Opportunity:**
- To promote Minervas and the group’s events, and gain marketing and written communication skills

- Benefits:**
- Gaining valuable marketing skills and creating original promotional content
 - Meeting like-minded individuals and contributing to raise awareness of domestic abuse and the experience of victims

- Useful previous experience/skills needed:**
- Publicity/Marketing
 - Written communication

- Training and Support:**
- Administrative support from the Volunteer Centre.
 - Training sessions (and specific role training) through the SU
 - Training given by VOICES if requested on domestic violence

Skills Gained: Participating in this opportunity will enable you to develop and practise the following skills (marked) *Skills required for The Bath Award

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

For further info contact: Students’ Union Community Officer sucommunity@bath.ac.uk 01225 384223

Website: thesubath.com/minervas