

**Role:**  
Minervas Secretary

**Department:**  
Volunteer Centre

**Duties and Responsibilities:**

- To record and publish minutes from meetings.
- To be the main contact between Minervas and VOICES.
- To send news and arrange appointments with VOICES, updating them on Minervas news and events, asking them about fundraising areas etc.
- Send emails to update Minervas members on upcoming events and update facebook and Instagram accounts.
- Regularly check the [su-minervas@bath.ac.uk](mailto:su-minervas@bath.ac.uk) email account, replying to and forwarding these emails appropriately
- Support the chair in organising events and attend events
- Print materials for events and update promotional materials.

**Time Commitment:**  
4-5 hours per week

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**Venue:** Various

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**Responsible to:** Minervas Committee and members, Volunteering Administrator

**Opportunity:**

- To be the point of contact for Minervas for internal and external bodies
- To lead the development of the group
- Help the committee with events if needed

**Benefits:**

- Acquisition of graduate skills, such as organisation, teamwork and time management.
- Chance to make a difference in local community
- Meeting lots of like-minded individuals
- Help to reduce stigma around the important topic of domestic abuse. Learn from a local charity.
- Chance to network with local charities for jobs and other volunteering opportunities.

**Useful previous experience/skills needed:**

- Organisation and communication skills
- Time management
- A passion for inclusivity, diversity and equality

**Training and Support:**

- Administrative support from the Volunteer Centre
- Training sessions through Bath SU
- Domestic abuse and awareness training from VOICES if requested.

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

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

\*Skills required for The Bath Award