

This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

**Role:** Chief Events Officer Bath Entrepreneurs

**Department:** Department: Student Enterprise. Students' Union Development Team

**Duties and Responsibilities:**

- Responsible for the ideation and organisation of all events ran by BE
- Monitor progress of events/projects
- Advise and completion of risk assessments
- Advise and completion of event planners
- Close partnership required with Social Media Communications officer, chair and financial officer

**All committee members will be required to:**

- Support promotional activities: Fresher's Week, Refresh Week, Global Entrepreneurship Week
- Attend committee meetings and socials

**Opportunity:**

- To be the point of contact for committee members for events and projects
- Develop new events and projects

**Time Commitment:** Time Commitment: Minimum of 5 hours per week, but will need to be flexible.

**Venue:** City Campus Manvers Street

**Responsible to:** Bath Entrepreneurs Committee  
SU Activities Officer, Student Development Support, Student Development Manager

**Benefits:**

- Acquisition of graduate skills, such as organisation, teamwork and time management
- Networking with local and national mentors to build business contacts.
- Participating in variety of organized events
- Enhance your CV

**Training and support:**

- Support from Student Enterprise
- Various training from Skills Training
- Specific role training available

**Useful previous experience:**

The individual is to have ambition, drive and enthusiasm that would be expected from a successful Student Entrepreneur

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills

Written Communication	X	Teamwork	x	Financial Management	
Verbal Communication	X	Time Management	x	I.T.	
Delegation	X	People Management	x	Organisation/ Planning	x
Decision Making	x	Negotiation	x	Marketing	

**Others (as specified below):**

**For further info contact:**  
SU Activities Officer  
[suactivities@bath.ac.uk](mailto:suactivities@bath.ac.uk)

**Website:**  
[www.bathstudent.com/bath-entrepreneurs](http://www.bathstudent.com/bath-entrepreneurs)