



**Role description: ISA Executive Events & Campaigns Representative**

*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.*

<p><b>Role:</b> ISA Executive Events Representative</p>	<p><b>Department:</b> Advice &amp; Representation Centre</p>
<p><b>Description:</b> The Events Representative is responsible for organising and co-ordinating social, networking, training and any other events and activities for all postgraduate students, and developing collaborations with appropriate groups.</p>	
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Attend ISA Executive Committee meetings.</li> <li>• Report to the ISA Executive Committee and ensure full support for and feasibility of events.</li> <li>• Co-ordinate events for ISA (including campaign events) and work with the Advice &amp; Representation Centre staff and the Community Officer on the One Bath Festival</li> <li>• Develop relations with other Students' Union departments, societies and groups and develop collaborative events.</li> <li>• Maintain and promote a list of any events (including externally organised ones) of interest and relevance to international students through the ISA Publicity Representative and Web Representative.</li> <li>• Chair and coordinate the ISA Events sub-committee consisting of ISA Executive Committee members and a wide range of international student volunteers who can participate as and when required.</li> <li>• Positively promote the aims and objectives of the ISA.</li> </ul>	<p><b>Time Commitment:</b></p> <p>One academic year minimum.</p> <ul style="list-style-type: none"> <li>• 1 hour per month for the ISA Executive Committee.</li> <li>• 3 hours per year attending 'OneBath' event.</li> <li>• Liaising with Student Officers, ISA Executive members and external contacts as appropriate.</li> </ul> <hr/> <p><b>Venue:</b> No single venue, but the International Coordinator is based in 1E3.5</p> <hr/> <p><b>Supported by:</b></p> <ul style="list-style-type: none"> <li>• International Coordinator</li> <li>• <a href="#">Education Officer</a></li> <li>• <a href="#">Community Officer</a></li> </ul> <hr/> <p><b>Training:</b></p>

<p><b>Opportunities:</b></p> <ul style="list-style-type: none"> <li>• Organise and co-ordinate events for the ISA.</li> <li>• Develop collaborations with appropriate groups.</li> <li>• Develop transferable skills of leadership, communication and planning through training and experience.</li> </ul>	<p>In-house training from <a href="#">Skills Training</a>, Advice &amp; Representation and the Societies team in:</p> <ul style="list-style-type: none"> <li>• General Administration.</li> <li>• Finance.</li> <li>• Democracy.</li> <li>• Running events.</li> <li>• Website &amp; publicity.</li> </ul>				
<p><b>Useful previous skills and experience:</b></p> <ul style="list-style-type: none"> <li>• Organisational skills.</li> <li>• Enthusiasm and imagination.</li> <li>• Event management training or experience would be useful.</li> </ul>	<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Free training.</li> <li>• Meet new people.</li> <li>• Enhance your CV.</li> <li>• Gain experience of event management and representation.</li> </ul>				
<p><b>Skills Gained:</b> Participating in this opportunity will enable you to develop and practice the following skills (marked ✓ )</p>					
Written communication	✓	Teamwork	✓	Financial management	
Verbal communication	✓	Time management	✓	IT	✓
Delegation	✓	People management	✓	Marketing	✓
Decision-making	✓	Negotiation	✓	Planning	✓
<p><b>For further info contact:</b> International Coordinator 1E3.5 <a href="mailto:international@bath.ac.uk">international@bath.ac.uk</a> 01225 385887</p>			<p><b>Website:</b> <a href="http://www.bathstudent.com/isa/">www.bathstudent.com/isa/</a></p>		