

Role description: Mature Students Group Events Rep

Role: Mature Students Group Events Rep		Department: Advice & Support Centre			
Description: The Events Representative is responsible for organising and co-ordinating social, networking, training and any other events and activities for members of the Mature Students group, and developing collaborations with appropriate groups.					
Duties and Responsibilities: <ul style="list-style-type: none"> • Co-ordinate events for Mature Students Group. • Attend Mature Students Group meetings. • Report to the Mature Students and ensure full support for and feasibility of events. • Develop relations with other Students' Union departments, societies and groups and develop collaborative events. • Positively promote the aims and objectives of the Mature Students Group as and when required. 			Time Commitment: One academic year minimum. <ul style="list-style-type: none"> • 1 hour per month for the Mature Students Group meetings. • Liaising with Student Officers, Mature Students group committee members and external contacts as appropriate. 		
Opportunities: <ul style="list-style-type: none"> • Organise and co-ordinate events for the Mature Students Group • Develop collaborations with appropriate groups. • Develop transferable skills of leadership, communication and planning through training and experience. 			Venue: No single venue, all staff and Officers who support the role are based in the Advice & Support Centre (Level 2, The SU).		
Useful previous experience: <ul style="list-style-type: none"> • Organisational skills. • Enthusiasm and imagination. • Event management experience would be useful. 			Supported by: <ul style="list-style-type: none"> • Advice & Community Manager • SU Community Officer • Advice and Support Advisors 		
Skills Gained:			Training: In-house training from Skills Training, Advice & Support and the Societies team in: <ul style="list-style-type: none"> • General Admin. • Finance. • Democracy. • Running events. • Website & publicity. 		
Benefits: <ul style="list-style-type: none"> • Make your own mark on a student group. • Enhance your CV. • Gain skills to enhance personal development. • Meet new people. 					
Written communication	✓	Teamwork	✓	Financial management	✓
Verbal communication	✓	Time management	✓	IT	✓
Delegation	✓	People management	✓	Marketing	✓
Decision making	✓	Negotiation	✓	Planning	✓

For further information contact:

The SU Community Officer, sucommunity@bath.ac.uk, 01225 384223

www.thesubath.com/diversity-support