

Role description

Events & Publicity Representative – PGA Executive

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>Role:</p> <p>Events & Publicity Representative</p>	<p>Department:</p> <p>Postgraduate Association</p>
<p>Description:</p> <p>The Events & Publicity Representative is responsible for organising and co-ordinating social, networking, and training events and activities for all postgraduate students, and developing collaborations with appropriate groups.</p> <p>The Events & Publicity Representative is also responsible for designing and producing materials to positively promote the PGA and its activities to postgraduates and the University.</p> <p>This includes producing publicity material, writing articles for Bathimpact (student newspaper), other media groups and liaising with the Student Officers and the Students' Union Marketing team.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Attend PGA Executive Committee meetings. • Report to the PGA Executive Committee and ensure full support for and feasibility of events. • Maintain and promote a list of any events (including externally organised ones) of interest and relevance to postgraduates. • Positively promote the aims and objectives of the PGA. • Effectively publicise the group's activities. 	<p>Time Commitment:</p> <p>One academic year minimum.</p> <ul style="list-style-type: none"> • 1 hour per month for the ISA Executive Committee. • 3 hours per year attending 'OneBath' event. • 1 hour a week producing publicity material or news items. • Liaising with Student Officers, ISA Executive members and external contacts as appropriate.

- Publicise the meetings, events, campaigns and work of the PGA.
- Help co-ordinate Activities Fair stand.
- Ensure the group works to the Students' Union rules regarding promotional material, including authorisation stamps and expiry dates.
- Liaise with bathimpact (Students' Union newspaper) and encourage the publication of ISA relevant articles as well as other media groups in the University.

Opportunities:

- Organise and co-ordinate events for the PGA.
- Develop collaborations with appropriate groups.
- To increase recognition for the PGA and members through various means of publicity.
- Develop transferable skills of leadership, communication and planning through training and experience.

Useful previous skills and experience:

- Organisational skills.
- Enthusiasm and imagination.
- Event management training or experience would be useful.

Venue:

No single venue, but the Postgraduate Coordinator is based in Norwood House 4.18.

Supported by:

- Postgraduate Coordinator
- Education Officer

Training:

In-house training is provided in:

- Democracy.
- Running events.
- Website and publicity.

Benefits:

- Free training.
- Meet new people.
- Enhance your CV.
- Gain experience of event management and representation.

Skills Gained:

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

Written communication	✓	Teamwork	✓	Planning	✓
Verbal communication	✓	Time management	✓	Decision-making	✓
Marketing	✓	People management	✓	Negotiation	✓

For further info contact:

Postgraduate Coordinator
Norwood House 4.18
postgrads@bath.ac.uk 01225 385184

Website:

www.bathstudent.com/pga/