

Role description: Bath Erasmus & Exchange Web 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.

Role: Bath Erasmus Network(BEN) Executive Web Representative	Department: Advice & Representation Centre
Description: Develop the BEN website (http://www.bathstudent.com/advice/student-groups/erasmus/) and Facebook pages to promote BEN and its goals, making them fresh, interesting and helpful for the BEN membership.	
Duties and Responsibilities: <ul style="list-style-type: none">• Promote, update and maintain a vibrant BEN website on Bathstudent.com.• Promote, update and maintain an active BEN Facebook page.• To effectively publicise the group's activities via both the BEN webpage and Facebook page, and other suitable social networking.• Attend BEN Committee meetings.• To liaise with Publicity Representative on public relations of BEN.• Positively promote the aims and objectives of BEN.	Time Commitment: <ul style="list-style-type: none">• 1 hour per month for the Erasmus Group meeting• .• 0.5 hours per week (minimum) writing/amending web content.• Liaising with Student Officers, BEN Committee members and external contacts as appropriate.
Opportunities: <ul style="list-style-type: none">• To increase recognition for BEN and members through various means of publicity.• Develop transferable skills of communication and planning through training and experience.	Venue: No single venue, but the staff and officers who support this role are based in the Advice & Representation Centre (Students' Union Building 3.1). Supported by: <ul style="list-style-type: none">• Advice & Community Manager• Community Officer• Advice and Support Advisor

	<p>Training: In-house training from Skills Training, Advice & Representation and the Societies team in:</p> <ul style="list-style-type: none"> • Marketing • Website & publicity. • Sponsorship. 				
<p>Useful previous skills and experience:</p> <ul style="list-style-type: none"> • IT skills. • Communications skills. 	<p>Benefits:</p> <ul style="list-style-type: none"> • Free training. • Meet new people. • Enhance your CV. • Gain experience in marketing and public relations and in representation. 				
<p>Skills Gained: 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>For further info contact: Students' Union Community Officer Advice & Representation Centre (Students' Union Building 3.1). sucommunity@bath.ac.uk 01225 384223</p>			<p>Website: http://www.bathstudent.com/advice/student-groups/erasmus/</p>		