

University of Bath Students' Union – LGBT IT Officer

<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> Maintain the LGBT website Create graphics for promotional purposes Maintain social media. Work with Social Secretary, Chairs and all other officers to ensure that website meets the need of all LGBT students. Attend LGBT Committee meetings. 	<p>Time commitment First Semester- 2 hours per week Second semester- 2hours per week</p> <p>Accountable to SU Community Officer, Advice & Community Manager</p> <p>Venue Advice & Representation Centre Potential meeting venues</p> <p>Supported by SU Community Officer and Advice and Community Manager</p>																								
<p>Opportunity</p> <ul style="list-style-type: none"> Develop webdesign skills Develop programming skills . Co-ordination skills 	<p>Benefits Skills gained; CV enhancement; support from SU Community Officer and other key staff and officers; contribution towards Bath Award</p>																								
<p>Useful previous experience Leadership, Management, Volunteering</p>	<p>Training and support Training offered management and communication</p>																								
<p>Skills gained: Participating in this opportunity will enable you to develop and practise the following skills (marked ✓)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Written communication</td> <td style="width: 5%;">✓</td> <td style="width: 25%;">Teamwork</td> <td style="width: 5%;">✓</td> <td style="width: 25%;">Financial management</td> <td style="width: 5%;"></td> </tr> <tr> <td>Verbal communication</td> <td>✓</td> <td>Time management</td> <td>✓</td> <td>IT</td> <td>✓</td> </tr> <tr> <td>Delegation</td> <td></td> <td>People management</td> <td>✓</td> <td>Organisation/planning</td> <td>✓</td> </tr> <tr> <td>Decision making</td> <td>✓</td> <td>Negotiation</td> <td>✓</td> <td>Marketing</td> <td>✓</td> </tr> </table> <p>Others (as specified below): Event Management</p>		Written communication	✓	Teamwork	✓	Financial management		Verbal communication	✓	Time management	✓	IT	✓	Delegation		People management	✓	Organisation/planning	✓	Decision making	✓	Negotiation	✓	Marketing	✓
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<p>For further information, contact: sucommunity@bath.ac.uk or suadvice@bath.ac.uk</p>	<p>Website: http://www.bathstudent.com/nightline</p>																								