

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:** SU Sport Executive Web and Publicity Coordinator

**Department:** Students' Union Sports

**Duties and Responsibilities:**

- a) Ensures that SU Sport and its events are widely publicised online.
- b) Liaises with Sport Officer and the Recreational Coordinators to update the fixtures and results of the Intramural leagues and tournaments.
- c) Support the maintenance of SU Sport web pages including links to respective Union/University web pages.
- d) Work with Clubs to further individual web pages.
- e) Lead on the production of promotional materials for SU Sport events.
- f) Gather information from the SU Sport Executive Committee to produce a weekly SU Sport Newsletter.

**Time Commitment:** 2-3 hours per week

**Venue:** SU Sport Office/Sports Facilities

**Responsible to:** SU Sport Officer

**Extra Responsibilities:**

- a) One member of the Executive Committee must, at the first meeting of the Committee, be elected for each of the following duties:
  - i. Representing SU Sport on the SU's Elections Committee;
    1. This person should not be considering running for SU Officer that year.
  - ii. Representing SU Sport on the SU's Disciplinary Panel, as outlined in Bye Law and Regulation 4.
    1. Must not be the Executive Committee Member who sits on the SU's Review Panel.
    2. This person may not sit on any SU Sport Disciplinary Panels that convene.
- b) All members of the SU Sport Executive Committee will be assigned a subgroup of sports clubs for which they should perform the following duties:
  - i. Act as point of contact between clubs and Sport Officer;
  - ii. Meet a minimum of twice a semester with subgroup club chairs, either individually or as a group;
  - iii. Pass down all relevant messages from the SU Sport Executive Committee or Sport Officer.

**Opportunity:**

- Assist with the promotion of SU Sport to the wider community.
- Assist with promotional material advertising SU Sport with sport facilities.
- Gain marketing support from matchtight
- Work with student media, Imapct.

**Useful previous experience:**

- Organisational skills
- Working within a team
- Knowledge and understanding of SU Sport
- Experience of publicising and marketing

**Training and support:**

- In house training through Skills Training (publicity and marketing).
- Training/Advice from matchtight
- Contacts and support through SU Marketing department.
- 1.1 with Sport Officer

**Benefits:**

- Enhance your CV
- Gain skills to enhance personal development
- Report and attend events
- Improve administrative skills
- Work with student led groups and University staff.
- Experience and learn how to develop internal and external relationships

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	
Verbal Communication		Time Management	✓	I.T.	✓
Delegation		People Management		Organisation/ Planning	✓
Decision Making	✓	Negotiation		Marketing	✓

**Others (as specified below):**

**For further info contact:**

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**Website:**

<http://www.bathstudent.com/sport/>

**Facebook**

<https://www.facebook.com/#!/SUSportBath>