

This opportunity profile is designed to give you an idea of what your Executive Publicity Representative role will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

**Role: Executive Publicity Representative**

**Department:** Su Activities

**Duties and Responsibilities:**

- Work with the Area Officers to collate a wide variety of articles and reports from all areas of Societies for Student Media.
- Work with the Area Officers to add news, photos and event information to BathStudent as appropriate for all Societies
- Work with Student Media Groups and the Marketing Office to further improve promotional opportunities for Societies and their events
- Work with Student Media to produce regular articles for Bath Impact, and URB to promote society events.
- Administer the Societies Special Request Fund
- Handle/Discuss any disciplinary matters regarding society behaviour and form the Disciplinary Committee for such matters if necessary

**Time Commitment:**

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**Venue:**

Activities Office – Across campus

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**Responsible to:**

SU Activities Officer  
Executive Chair

**Benefits:**

- Development of the society
- Enhance you CV
- Gain skills to enhance personal development.
- Volunteer Recognition programme

**Opportunity:**

- Develop the societies through marketing events/projects
- Engage members of the society with community activities.
- Helping promote all publicity outlets available to Societies

**Training and support:**

- Handover training with previous Executive Publicity Officer
- Training Sessions within the Marketing Office on publicity opportunities available
- Team building sessions with the new Executive Committee

**Useful previous experience:**

- Participation in previous society events and activities
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills
- Creativity
- A willingness to have fun and be inventive!

**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/socs/exec>