

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

**1) Role: University Radio Bath Station Manager**

**Department:** Media (Supported by Marketing)

**Duties and Responsibilities:**

- a) Has overall responsibility over the Station and its policies
- b) Chairs Committee Meetings.
- c) Compiles a development plan and investigates strategy and methods of future growth.
- d) Ensures effective teamwork and communication across URB
- e) Is a financial signatory.
- f) Sits on the Media Executive Committee.
- g) Administers all Broadcast Licences and ensures the Station runs under Ofcom codes of conduct.
- h) Administers all complaints by listeners and recommends action
- i) Ensures the Constitution is adhered to and is relevant.
- j) Ensures the duties of vacant posts are fulfilled.
- k) Responsible for delegating the organisation of Outside Broadcasts (with the program controller)

**Main Tasks:**

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**Training and Support:**

- Handover training with the previous URB Station Manager.
- Committee training via skills training

**Time Commitment:**

**Xxx**

**Attendance at Media Exec and Media GMs.**

**Venue:** URB, CTV and bathimpact, marketing office and across campus.

**Responsible to:** Media Officer & SU President

**Members of SU Staff:**

SU President (supresident@bath.ac.uk)

- Represents students in Media
- Provides advice and support for all students in Media
- Gives strategy and development to Media and the areas within it.

Helen Freeman Marketing Manager  
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- Oversees the area as a whole
- Deals with Risk Assessments for big events
- In charge of all the Health and Safety for society events and activities
- Setting up elections
- Retrieving results for online elections
- All administration duties

**Useful Requirements:**

- Participation in previous Media groups, events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee works
- Creativity
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills

**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	

**For further info contact:**

SU President  
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**Website:**

[www.bathstudent.com/media](http://www.bathstudent.com/media)