

Enactus Secretary

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: Enactus Secretary

Department: Student Enterprise, Students' Union Development

Duties and Responsibilities: Specific

- Book rooms and venues for meetings or training events or any sessions throughout the year (upon demand from different Project Leaders or Committee Members)
- Keep a record of the minutes of each Advisory Board meeting & committee meeting & post on the Slack Committee Channel to update all the committee members/project leaders of the discussed strategies
- Manage databases about the members (Excel) – work closely with the HR officer to manage the members & their information
- Create & send emails to all our members & communicate upcoming Team Meetings, Training sessions or other Events
- Work with the HR officer to record attendance for all members
- Work with the chair to update the Risk Assessment for Enactus

All Enactus committee members will be required to:

- support Enactus promotional activities: Freshers Week, Refresh Week, competitions, social projects
- Attend regular committee meetings and Enactus socials

Time Commitment:

Minimum 2 hours per week, but will need to be flexible

Venue:

Virgil Building, 18 Manvers Street

Responsible to:

The Enactus committee
SU Activities Officer
Student Enterprise Coordinator
Student Development Manager

Opportunity:

To develop your employability skills through hands-on projects that make a positive impact in the local community.

Benefits:

- Meet creative and enterprising students
- Attend training provided by corporate partners
- Network with local and national mentors
- Enhance your CV and get fast tracked for placements and graduate jobs

Useful previous experience/skills needed:

Time management

Training and Support:

- Support from the Student Enterprise Coordinator
- Various training sessions available from SU Skills Training
- Specific role training
- Enactus training

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked X)

Teamwork*	X	Delegation		Financial Management	
Verbal Communication*	X	Negotiation		IT	X
Written Communication*	X	People Management		Organisation/Planning	X

Leadership*		Time Management	X	Creativity	X
Commercial Awareness*	X	Marketing		Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	

*Skills required for the Bath Award

