

Role description: Mature Students Group Secretary

Role: Mature Students Group Secretary		Department: Advice & Support Centre			
Description: The secretary is responsible for any administrative tasks involved in the successful running of the Mature Students group, seeking to positively uphold and implement the aims and objectives of the group and the Students' Union.					
Duties and Responsibilities: <ul style="list-style-type: none"> To liaise with the committee to ensure smooth running of the group to achieve its aims. To respond to any requests and provide up-to-date information on group campaigns. Attend specific training sessions. To produce minutes at regular group and committee meetings. To liaise with Advice & Community Manager, the SU Community Officer and Advice and Support Advisors. Sending e-mail correspondence with other group members, staff and other students where appropriate To utilise social media to promote the group With other committee members produce an annual development plan. To produce publications to promote the group Have up to date knowledge of the group's financial situation. 			Time Commitment: One academic year minimum. <ul style="list-style-type: none"> Attendance at group meetings. Liaison with members of relevant Students' Union and University bodies, as appropriate. 		
Opportunities: <ul style="list-style-type: none"> Developing and leading a group. Gaining key transferable skills. 			Venue: No single venue, all staff and Officers who support the role are based in the Advice & Support Centre (Level 2, The SU).		
Useful previous experience: <ul style="list-style-type: none"> Organisational skills. Leadership skills. 			Supported by: <ul style="list-style-type: none"> Advice & Community Manager SU Community Officer Advice and Support Advisors 		
Skills Gained:			Training: In-house training from Skills Training, Advice & Support and the Societies team in: <ul style="list-style-type: none"> General Admin. Finance. Democracy. Running events. Website & publicity. 		
Benefits: <ul style="list-style-type: none"> Make your own mark on a student group. Enhance your CV. Gain skills to enhance personal development. Meet new people. 					
Written communication	✓	Teamwork	✓	Financial management	✓
Verbal communication	✓	Time management	✓	IT	✓
Delegation	✓	People management	✓	Marketing	✓
Decision making	✓	Negotiation	✓	Planning	✓

For further information contact:

The SU Community Officer, sucommunity@bath.ac.uk, 01225 384223

www.thesubath.com/diversity-support