

Role description: Student Minds Secretary

Role: Student Minds Secretary		Department: Advice & Support Centre																									
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. Attend specific training sessions. Maintain contact with the groups committee and members, and, where relevant, external organisations and charities. Provide secretarial support to the groups meetings, in the form of writing meeting agendas and minutes. Agendas and minutes will be discussed with the Chair before they are sent out to the wider group. Responsible for writing and sending the Student Minds weekly email. Attend all Student Minds committee meetings. To liaise with Advice & Community Manager, the SU Community Officer and Advice and Support Advisors. 		Time Commitment: One academic year minimum. <ul style="list-style-type: none"> 1-2 hours per week Attendance at group meetings. Liaison with members of relevant Students' Union and University bodies, as appropriate. 																									
Opportunities: <ul style="list-style-type: none"> Communication, organisation, time management and secretarial 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. Previous experience of a society and how it functions. 		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. 		<table border="1"> <tr> <td>Written communication</td> <td>✓</td> <td>Teamwork</td> <td>✓</td> <td>Financial management</td> <td></td> </tr> <tr> <td>Verbal communication</td> <td>✓</td> <td>Time management</td> <td>✓</td> <td>IT</td> <td>✓</td> </tr> <tr> <td>Delegation</td> <td></td> <td>People management</td> <td>✓</td> <td>Marketing</td> <td></td> </tr> <tr> <td>Decision making</td> <td>✓</td> <td>Negotiation</td> <td></td> <td>Planning</td> <td>✓</td> </tr> </table>		Written communication	✓	Teamwork	✓	Financial management		Verbal communication	✓	Time management	✓	IT	✓	Delegation		People management	✓	Marketing		Decision making	✓	Negotiation		Planning	✓
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For further information contact:

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

www.thesubath.com/diversity-support