

Role: Diversity and Support Executive Publicity Officer		Department: Advice & Support Centre			
Duties and Responsibilities: <ul style="list-style-type: none"> To effectively publicise the activities of the Diversity & Support Executive and aid Diversity and Support Groups in publicising their own. Attend Diversity & Support Executive Committee meetings. To liaise with other committee members in order to produce appropriate marketing material. To ensure the D&S Exec works to The SU's rules regarding marketing material. Publicise the meetings, events, campaigns and work of the D&S Exec. Ensure all Diversity and Support Group committees are aware of and abide by these rules. Liaise with Bath Time (SU magazine) and encourage the publication of Diversity & Support Executive related articles. Positively promote the aims and objectives of the Diversity & Support Executive 		Time Commitment: One academic year minimum. <ul style="list-style-type: none"> Diversity and Support Executive meeting every fortnight – 1 hour plus preparation. Attendance at group meetings. Liaison with members of relevant SU 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. Staff and Officers who support the role are based in the Advice & Support Centre.			
Useful previous experience: <ul style="list-style-type: none"> Organisational skills. Experience of SU student groups and how they function. Experience of marketing and publicity, particularly within The SU 		Supported by: <ul style="list-style-type: none"> Advice & Support Centre staff SU Community Officer 			
		Training: In house training covering: Structures of the SU and University and the function of the Diversity and Support exec, available support and supporting students and enabling students to raise issues and Chairs training.			
		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. 			
Skills Gained:					
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/advice