

Role description: Race Equality Events & Publicity Officer

Role: Race Equality Events & Publicity Officer		Department: Advice & Support Centre			
Duties and Responsibilities: <ul style="list-style-type: none"> • Co-ordinate events & campaigns for Race Equality Group • Develop relations with other Students' Union departments, societies and groups and develop collaborative events. • Positively promote the aims and objectives of the Race Equality Group. • Coordinate the group's web and social media platforms, working with SU Marketing & Web to ensure compliance with SU branding guidelines. • To liaise with the committee to ensure smooth running of the group to achieve its aims. • To liaise with Advice & Community Manager, the SU Community Officer and Advice and Support Advisors. • Have up to date knowledge of the group's financial situation. • To work with other officers to produce an annual generic risk assessment for the group, and specific RAs for events/campaigns as necessary. 		Time Commitment: One academic year minimum. <ul style="list-style-type: none"> • Average 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"> • Developing and leading a group's events and publicity. • 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. • Previous experience of event management would be useful. 		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