

## Bath Erasmus and Exchange Network (BEN) Events & Campaigns Rep

<b>Role:</b> Bath Erasmus (BEN) Events & Campaigns Rep			<b>Department:</b> Advice & Support Centre		
<b>Description:</b> The Events & Campaigns Representative is responsible for organising and co-ordinating social, networking, training and any other events and activities for BEN members, and developing collaborations with appropriate groups.					
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>Attend BEN Committee meetings.</li><li>Report to the BEN Committee and ensure full support for and feasibility of events.</li><li>Co-ordinate events for BEN (including campaign events).</li><li>Develop relations with other Students' Union departments, societies and groups and develop collaborative events.</li><li>Maintain and promote a list of any events (including externally organised ones) of interest and relevance to BEN members through the BEN Publicity Representative.</li><li>Positively promote the aims and objectives of BEN.</li></ul>			<b>Time Commitment:</b> One academic year minimum. <ul style="list-style-type: none"><li>BEN Committee meeting every month – 1 hour plus preparation.</li><li>Liaison with members of relevant Students' Union and University bodies, as appropriate.</li></ul>		
<b>Opportunities:</b> <ul style="list-style-type: none"><li>Organise and co-ordinate events for BEN.</li><li>Develop collaborations with appropriate groups.</li><li>Develop transferable skills of leadership, communication and planning through training and experience.</li></ul>			<b>Venue:</b> No single venue, all staff and Officers who support the role are based in the Advice & Support Centre (Level 2, The SU).		
			<b>Supported by:</b> <ul style="list-style-type: none"><li>Advice &amp; Community Manager</li><li>SU Community Officer</li><li>Advice and Support Advisors</li></ul>		
<b>Useful previous experience:</b> <ul style="list-style-type: none"><li>Organisational skills.</li><li>Previous experience of a society and how it functions.</li><li>Enthusiasm and imagination.</li><li>Event management training or experience would be useful.</li></ul>			<b>Training:</b> In-house training from Skills Training, Advice & Support and the Societies team in: <ul style="list-style-type: none"><li>General Admin.</li><li>Finance.</li><li>Democracy.</li><li>Running events.</li><li>Website &amp; publicity.</li></ul>		
			<b>Benefits:</b> <ul style="list-style-type: none"><li>Make your own mark on a student group.</li><li>Enhance your CV.</li><li>Gain skills to enhance personal development.</li><li>Meet new people.</li></ul>		
<b>Skills Gained:</b>					
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](mailto:sucommunity@bath.ac.uk), 01225 384223

[www.thesubath.com/diversity-support](http://www.thesubath.com/diversity-support)