

## Role description: Student Minds Campaigns Officer

<b>Role:</b> Student Minds Campaigns Officer	<b>Department:</b> Advice & Support Centre				
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>To liaise with the committee to ensure smooth running of the group to achieve its aims.</li><li>Responsible for raising awareness of all issues linked to mental health, through campaigns, meetings and events.</li><li>Responsible for keeping track of both national and local campaigns and relay this information to the rest of the committee</li><li>Encourage members' involvement in campaigns.</li><li>Work with the Events Officer and SU Marketing to design and organise campaign material.</li><li>To respond to any requests and provide up-to-date information on group campaigns.</li><li>Attend specific training sessions.</li><li>Attend regular committee meetings.</li><li>To liaise with Advice &amp; Community Manager, the SU Community Officer and Advice and Support Advisors.</li><li>To work with other officers to produce an annual generic risk assessment for the group, and specific RAs for events as necessary.</li></ul>	<b>Time Commitment:</b> One academic year minimum. <ul style="list-style-type: none"><li>Average 1-2 hours per week.</li><li>Attendance at group meetings.</li><li>Liaison with members of relevant Students' Union and University bodies, as appropriate.</li></ul> <hr/> <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). <hr/> <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> <hr/> <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>Opportunities:</b> <ul style="list-style-type: none"><li>Developing campaigns and event management skills.</li><li>Gaining key transferable skills.</li></ul>					
<b>Useful previous experience:</b> <ul style="list-style-type: none"><li>Organisational skills.</li><li>Leadership skills.</li><li>Previous experience of event / campaign management would be useful.</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)