

**Role description: Website Representative  
 Postgraduate Association Executive member**

This opportunity profile is designed to give you an idea of what your elected position within the PGA will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

<p><b>Role:</b> Website Representative</p>	<p><b>Department:</b> PGA (Postgraduate Association)</p>
<p><b>Description:</b> The Website Rep is responsible maintaining and producing content for the PGA website (<a href="http://www.bathstudent.com/pgs">www.bathstudent.com/pgs</a>) for all postgraduate students.</p>	
<p><b>Duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Attend PGA Executive Committee meetings.</li> <li>• Report to the PGA Executive Committee on progress and relevant issues.</li> <li>• Ensure site content is up-to-date.</li> <li>• Ensure forthcoming PGA events are publicised through the site, liaising with PGA Events Group where necessary.</li> <li>• Produce some site content.</li> <li>• Liaise with other PGA Executive members, postgraduate volunteers and Student Officers to produce content.</li> <li>• Liaise with Students' Union webmaster to develop design of PGA site.</li> <li>• Positively promote the aims and objectives of the PGA.</li> </ul>	<p><b>Time Commitment:</b> One academic year minimum.</p> <ul style="list-style-type: none"> <li>• 1 hour per month (for the PGA Executive committee meeting).</li> <li>• 30 mins per month preparing for the PGA Executive Committee (reading minutes and agenda).</li> <li>• 1 hour per week editing site content.</li> <li>• Liaising with Student Officers, postgraduate volunteers, PGA Executive members and external contacts as appropriate.</li> </ul> <hr/> <p><b>Venue:</b> No single venue, but the Postgraduate Coordinator is based in 1E3.5</p> <hr/> <p><b>Supported by:</b> Postgraduate Coordinator Education Officer (Student Officer)</p>

		Community Officer (Student Officer)			
<p><b>Useful previous experience:</b> HTML and/or other IT training or experience would be an advantage but need to be organised, enthusiastic and imaginative.</p>		<p><b>Benefits:</b> Free training, enhance your CV and gain experience of web design. And receive a free personalised PGA hoodie!</p>			
<p><b>Skills Gained:</b> Participating in this opportunity will enable you to develop and practice the following skills (marked ✓ )</p>					
Written communication	✓	Teamwork	✓	Financial management	
Verbal communication	✓	Time management	✓	IT	✓
Delegation		People management		Marketing	✓
Decision making	✓	Negotiation		Planning	✓
<p><b>Other skills as listed below:</b> Committee work Networking</p>					
<p><b>Glossary:</b>  <b>Bathstudent.com:</b> the Students' Union website.  <b>PGA Events Group:</b> made up of PGA Executive members, the PGA Events Group responsible for planning postgraduate social events. The Group is chaired by the PGA Events Representative, and also includes the Treasurer and the Community Representative.  <b>PGA Executive:</b> the elected committee of the Postgraduate Association, who represent all postgraduates.  <b>Postgraduate volunteers:</b> postgraduate students who are not members of the PGA Executive Committee but volunteer to help the PGA in other ways.  <b>Student Officers:</b> formerly known as Sabbatical Officers, Student Officers are elected full-time student trustees of the Students' Union, who play a key role in directing its work.</p>					
<p><b>For further info contact:</b> Tim Stoneman 1E3.5 <a href="mailto:postgrads@bath.ac.uk">postgrads@bath.ac.uk</a> 01225 385184</p>			<p><b>Website:</b> <a href="http://www.bathstudent.com/pg/">www.bathstudent.com/pg/</a></p>		