

Role description: Race Equality Campaigns Officer

Role: Race Equality Campaigns Officer		Department: Advice & Support Centre																											
Duties and Responsibilities: <ul style="list-style-type: none"> To liaise with the committee to ensure smooth running of the group to achieve its aims. Responsible for raising awareness of all issues linked to race equality, through campaigns, meetings and events. Responsible for keeping track of both national and local campaigns and relay this information to the rest of the committee Encourage members' involvement in campaigns. Work with the Events Officer and SU Marketing to design and organise campaign material. To respond to any requests and provide up-to-date information on group campaigns. Attend specific training sessions. Attend regular committee meetings. To liaise with Advice & Community Manager, the SU Community Officer and Advice and Support Advisors. To work with other officers to produce an annual generic risk assessment for the group, and specific RAs for events 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 campaigns and event management skills. 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 / campaign 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. 		<table border="1"> <tr> <td>Written communication</td> <td>✓</td> <td>Teamwork</td> <td>✓</td> <td>Financial management</td> <td>✓</td> </tr> <tr> <td>Verbal communication</td> <td>✓</td> <td>Time management</td> <td>✓</td> <td>IT</td> <td>✓</td> </tr> <tr> <td>Delegation</td> <td>✓</td> <td>People management</td> <td>✓</td> <td>Marketing</td> <td>✓</td> </tr> <tr> <td>Decision making</td> <td>✓</td> <td>Negotiation</td> <td>✓</td> <td>Planning</td> <td>✓</td> </tr> </table>				Written communication	✓	Teamwork	✓	Financial management	✓	Verbal communication	✓	Time management	✓	IT	✓	Delegation	✓	People management	✓	Marketing	✓	Decision making	✓	Negotiation	✓	Planning	✓
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For further information contact:

The SU Community Officer, sucommunity@bath.ac.uk, 01225 384223

www.thesubath.com/diversity-support