

Role Description: Bath STAR Events Secretary

Role: Bath STAR Events Secretary	Department: Volunteer Centre
Duties and Responsibilities: <ul style="list-style-type: none"> To coordinate the practicalities of events (booking rooms, refreshments, coordinating members). To ensure STAR events are well timed, considering other SU/University activities. To coordinate with other societies and individuals on developing and running events. To maintain Bath STAR's social media accounts and online presence, keeping them up to date and accurate. To oversee any events developed and run by sub-committees. 	Time Commitment: 7-10 hours per week. <hr/> Venue: Various. <hr/> Responsible to: STAR committee, members, and the Volunteering Administrator.
Opportunity: <ul style="list-style-type: none"> To be the point of contact for RAG for internal and external bodies. To lead the development of the group. 	Benefits: <ul style="list-style-type: none"> Acquisition of graduate skills, such as organisation, leadership and time management. Chance to make a difference in local community. Meeting lots of like-minded individuals.
Useful previous experience/skills needed: <ul style="list-style-type: none"> Management/leadership. Event management. 	Training and Support: <ul style="list-style-type: none"> Administrative support from the Volunteer Centre. Management support from SU's Events Committee. Training sessions through the SU.

Skills Gained: Participating in this opportunity will enable you to develop and practise the following skills (marked)

Teamwork*	X	Delegation	X	Financial Management	X
Verbal Communication*	X	Negotiation	X	I.T.	X
Written Communication*	X	People Management	X	Organisation/ Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*	X	Marketing	X	Initiative	X
Problem Solving*	X	Decision Making	X	Persuasion	X

*Skills required for The Bath Award