

**Role description: Gender Equality Publicity/Secretary**

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

<p><b>Role:</b> Gender Equality Committee Publicity/Secretary role</p>	<p><b>Department:</b> Advice &amp; Support Centre</p>
<p><b>Description:</b> The Publicity/Secretary Role is responsible for designing and producing materials to positively promote Gender Equality and its activities to the wider student community.</p> <p>This includes producing publicity material, writing articles for BathImpact (the student newspaper) and liaising with the Students’ Union Community Officer and the Students’ Union Marketing team.</p> <p>This role is also responsible for taking minutes of the Gender Equality Committee meetings.</p>	
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Effectively publicise the group’s activities.</li> <li>• Publicise the meetings, events, campaigns and work of Gender Equality.</li> <li>• Attend Gender Equality Committee meetings.</li> <li>• Responsible for taking minutes of Gender Equality committee meetings.</li> <li>• Liaise with other committee members in order to produce appropriate literature, especially around Events &amp; Campaigns.</li> <li>• Help co-ordinate Societies Fair stand.</li> <li>• Ensure the group works to the Students’ Union rules regarding promotional material.</li> <li>• Liaise with <a href="#">Bathimpact</a> (Students’ Union newspaper) and all other forms of student media to encourage the publication of articles relevant articles to Gender Equality</li> </ul> <p><b>Opportunities:</b></p> <ul style="list-style-type: none"> <li>• To increase recognition for Gender Equality</li> </ul>	<p><b>Time Commitment:</b></p> <ul style="list-style-type: none"> <li>• 1 hour per week for the Gender Equality Committee.</li> <li>• 0.5 hours per week (approx.) producing publicity material or news items.</li> <li>• Liaising with Gender Equality Committee, SU Community Officer, members and external contacts as appropriate.</li> </ul> <hr/> <p><b>Venue:</b> No single venue, however the staff and Officers who support this role are based in the Advice &amp; Support Centre (Students’ Union Building 2.1).</p> <hr/> <p><b>Supported by:</b></p>

<p>and its members through various means of publicity.</p> <ul style="list-style-type: none"> <li>• Develop collaborations with appropriate groups.</li> <li>• Develop transferable skills of leadership, communication and planning through training and experience.</li> </ul>	<ul style="list-style-type: none"> <li>• SU Community Officer</li> <li>• Advice &amp; Community Manager</li> <li>• Advice and Support Advisor</li> </ul> <hr/> <p><b>Training:</b> In-house training from <a href="#">Skill Training</a>, Advice &amp; Representation and the Societies team in:</p> <ul style="list-style-type: none"> <li>• Marketing</li> <li>• Website &amp; publicity.</li> <li>• Sponsorship.</li> </ul>										
<p><b>Useful previous skills and experience:</b></p> <ul style="list-style-type: none"> <li>• Organisational skills.</li> <li>• Communication skills.</li> <li>• Enthusiasm and imagination.</li> <li>• PR experience would be useful.</li> </ul>	<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Free training.</li> <li>• Meet new people.</li> <li>• Enhance your CV.</li> <li>• Gain experience in marketing and public relations and in representation.</li> </ul>										
<p><b>Skills Gained:</b> Participating in this opportunity will enable you to develop and practice the following skills (marked ✓ )</p>											
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