

Role description: Student Minds Social Secretary

Role: Student Minds Social Secretary		Department: Advice & Support Centre			
Duties and Responsibilities: <ul style="list-style-type: none"> Organise a social platform where members of the group can meet and bond. Organise social events for all Student Minds members based on feedback from the group on the kinds of events that they would like. This could include socials, trips and meetings with other societies. Responsible, alongside the Events Officer, for organising any guest speakers on topics relating to mental health Responsible for maintaining a social media presence Co-ordinate with Chair and Treasurer to allocate funds to social activities. Co-ordinate with Chair to ensure that all social events are well publicised. Attend Student Minds Committee meetings. 		Time Commitment: One academic year minimum. <ul style="list-style-type: none"> 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"> Communication, organisation, time management and event management 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 a society and how it functions. 		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. 					
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, 01225 384223

www.thesubath.com/diversity-support