

Community & Events Rep

September - June, Part-Time, Voluntary

Aim

The aim of this position is to improve your School's sense of community and maintain the connections between students. The Community & Events Rep will host social events with support from other reps, maintain their School's academic rep social media channels and support other School Role holders. The role holder will have the power to improve the sense of community within their School and focus on creating a unified environment.

Key Responsibilities

What you will be doing:

- Plan, coordinate and run social events in your School
- Collaborate with other Community & Events reps across the University to share best practice and spread workload
- Work alongside the Careers & Employability rep, Mentoring Champion and School President to support their work where necessary
- Support your School President in their social initiatives
- Maintain your School's academic rep social media presence

How you will be doing it:

- You'll receive training on event planning and social media promotion to help you with running social events, and be supported by your School President
- You will gather feedback from students in your School on social and community issues, with guidance from your School President
- You will provide advice to your School Presidents
- You will collaborate with other Community & Events reps from across the University
- You'll have the space to innovate and be creative when it comes to creating community

Essential Characteristics

A determination to improve community in your School and some prior knowledge of events planning

Useful Skills or Characteristics

- Working as part of a team
- Organisational skills
- Good communication skills
- Commitment and dedication
- Pre-existing social media presence

Skills you can expect to learn and develop

- Develop the ability to coordinate and plan events, gather feedback and improve your communication skills
- Increase organisational skills and flexibility
- Gain experience of working with a diverse team of other academic representatives
- Get a better understanding of the students in your School

Expected time commitment: Generally between 1 and 3 hours weekly. Some weeks will be more demanding than others.