**Student Group Comms Officer**

The role of the Communications Officer is to support the Manager in ensuring the smooth functioning of the student group. Given these responsibilities, the Communications Officer often acts as an information and reference point for the Manager and other committee members: clarifying past practice and decisions; confirming legal requirements; and promoting the activities of the group.

**Main Duties of the Comms Officer**

Liaising with the Manager to plan meetings, events, socials and activities.

Taking overall responsibility for the submission of required documentation to the students’ union or other partners, within the required time restraints.

Working closely with the SU marketing team to promote and develop the image of the student group.

Planning and managing activities to support recruitment to the group.

Responding to all student group member correspondence.