



**epsom
humanities
society**

CHALLENGE YOUR MIND

2023/2024 Humanities Society Leadership Roles

General Responsibilities

Ensuring that the society is active (with sessions and events)

Encouraging and regulating the participation of society members

General Attributes

Genuine passion for the Humanities (Not just applying for personal benefit!)

Communication and problem-solving skills

Team-player!

Coordinator

- **Role**

Organising events/activities and overseeing the progress of others.

- **Areas of Responsibility**

Communicating with other members to plan and delegate sessions and presentations

Scheduling meetings and sessions

Managing deadlines and progress across the team to ensure sessions and projects are delivered on time

Managing the Google Classroom with updates on sessions

- **Attributes**

Problem-solving abilities to overcome any sudden challenges in terms of schedule and planning

Decisiveness to address pressing project matters when time is limited

Communication skills to ensure the different parts of the society are working seamlessly together

Communications/Secretary

- **Role**

Writing and distributing content to promote the society's events, as well as liaising with third parties on behalf of the society

- **Areas of Responsibility**

Liaising with relevant parties such as students, staff and guests, mainly through email to coordinate sessions

Writing emails for all events and sessions, basically the voice of the society

Curating the blog with the Social Media Manager

- **Attributes**

Good command of written and verbal communication skills

Ability to be concise and well-organised in writing

Time management, to meet deadlines and send emails on time

Project Manager

- **Role**

Planning and seeing through Humanities sessions so that they are carried out with quality

- **Areas of Responsibility**

Overseeing the delivery of projects to ensure they are delivered to high standards on time

Overseeing presentation slides to ensure their quality

Working with the Coordinator to plan out sessions in detail

Collecting feedback from members to improve the society

- **Attributes**

Attention to detail to ensure quality is met

Organisation and time management to manage multiple tasks, sometimes for multiple projects at once

Promotions/Social Media Manager

- **Role**

Managing the Humanities Society's online presence and develop creative and engaging social media strategies

- **Areas of Responsibility**

Creating posters/graphics for the society's session every week

Managing the day-to-day handling of our Instagram to increase engagement, which includes posting and interacting with followers

Working with the Project Manager to oversee the quality of presentation slides

Working with the Secretary to manage the blog

Creating engaging multimedia content such as videos and podcasts

- **Attributes**

Solid understanding of the use of a range of social media platforms, including Instagram and WordPress

Creative skills for contributing new and innovative ideas on promotion

Video editing and poster-making skills

Organisational skills, with the capacity to prioritise and work across multiple projects to meet deadlines

Strong communication and people skills to interact with followers pleasantly