Role description for BIAPT Student Representative

Background:

The Doctoral Student group provides a forum for students to share their research fields of interest, creating moments of potential interaction and collaboration from other students, as a form of support. There is an annual Student Day Conference where a notable academic will offer input in the morning, and members can offer papers sharing their research and insights in the afternoon.

Role responsibilities:

1. Organising the annual Student Day Conference:

    - Select venue and liaise over practicalities;
    - Arrange keynote speaker and negotiate a suggested topic;
    - Publicise the event (email student members, suitable university departments and via BIAPT website);
    - Oversee the booking and payment process of day conference delegates;
    - Liaise with BIAPT treasurer regarding financial aspects (delegates fees, venue costs, speaker stipend and travel expenses);
    - Oversee the evaluation and selection of suitable paper presentations for day (with help of committee).

2. Attending BIAPT committee meetings (5 per year) and take part in discussions/task that thus arise.

3. Membership of committee involves being a charity trustee for BIAPT.

Duration of role: 3 academic years from September 2020

Payment and expenses:
Travel costs to BIAPT committee meetings and Student Conference.
Accommodation prior to Student Conference if needed.
Supported attendance at BIAPT Annual Conference, if also working at Conference.

Skills required:
This role requires strong organisational abilities, warm interpersonal skills, and a capacity for confident presentations to groups. There needs to be a solid academic appreciation of practical theology and a certain level of IT competency.