In-depth Descriptions of the Roles within the UniBo LTF

Administrative

The role of the administrative is to coordinate the activities of the other departments and represent the UniBo LTF and the entire Bologna Student Community when interacting with other LTFs, Una Europa organs and with UniBo Staff.

To the administrative belong the 2 Co-presidents, who represent the University of Bologna in the SB, the Vice President, who assists the Co-presidents in their activities, the Jurisconsult, who is responsible for the congruency of local activities with the official statute of the UniBo LTF and with the statue of the Student Board, and the Secretary General, who is responsible of the outcomes of every general meeting of the UniBo LTF.

Co-Presidents

Description of the role:
  - Representing the UniBo Student community and the UniBo LTF in the SB
  - Representing the SB in the UniBo Student Community
  - Coordinating and leading the UniBo LTF
  - Call the assembly in ordinary and extraordinary

Profile and skills:
  - Good knowledge of English (B2) and Italian (B2).
  - Leadership skills
  - Good time management skills
  - Good interpersonal skills
  - Good organisational skills
  - Good digital skills (Excel, Word, Power Point)
  - Good knowledge of the online tools used by the UniBo LTF
  - Ability to work both independently and in groups
  - Time availability (15-20h per month)
Vice President

Description of the role:
- Assisting the two Co-Presidents with internal matters of the UniBo LTF
- Acting as a substitute of one of the two Co-Presidents in case of need in internal matters
- Acquiring the skills needed to become the next Co-President
- Calling the assembly in case of non-performance of the coordinator
- Coordinating the internal functioning of the UniBo LTF
- Acting as the head of the administrative subdivision

Profile and skills:
- Good knowledge of English (B2) and Italian (B2).
- Good interpersonal skills
- Good organisational skills
- Good time management skills
- Good digital skills (Excel, Word, Power Point)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (12-15h per month)

Jurisconsult

Description of the role:
- Checking every UniBo LTF action for discrepancies with the SB statute or with the internal regulation of the Task Force.
- Collecting and managing the consent for privacy matters
- Preparation of all legal references on behalf of the team
- Collecting the complaints that arose during UniBo LTF projects
- Researching and collecting information on Italian Legislation that can be relevant for the SB
- Playing the role of Policy Maker when the UniBo LTF interfaces with external actors

Profile and skills:
- Good knowledge of English (B2) and excellent knowledge of Italian (C1).
- Must be a law student
- Good knowledge of Italian legislation (especially on Privacy and Consent areas)
- Good interpersonal skills
- Good organisational skills
- Good digital skills (Excel, Word, Power Point)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (2h per week)

**Secretary General**

**Description of the role:**
- Coordinating the functioning of the UniBo LTF
- Managing the UniBo LTF email address
- Writing the minutes of the UniBo LTF meetings
- Drafting official communications coming from the administrative
- Reminding the Co-presidents of their tasks for the month
- Writing a short report of the outcomes at the end of the month

**Profile and skills:**
- Good knowledge of English and Italian (B2).
- Good interpersonal skills
- Good organisational skills
- Good digital skills (Excel, Word, Power Point, Email clients)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (3h per week)
Project Coordination

The role of the Project Coordination subdivision is both to elaborate new local Una Europa events and activities for the Bologna student community and, in case it is found appropriate, to implement event formats which have already been tested in other universities. This department follows the entire development process of local events, being the main responsible for every Una Europa local activity UniBo students can take part into.

To Project coordination belong the Project Manager, who creates, proposes and manages the UniBo LTF local initiatives and projects, and the Implementation Coordinator, who implements the decisions of the Project Manager.

Project Manager

Description of the role:

- Brainstorming for new projects on behalf of the UniBo LTF
- Preparation of proposals for the designed projects
- Presentation of the proposals during the General Meetings of the UniBo LTF
- Drafting the project proposal based on the feedback received during the General Meetings
- Preparation of the second draft if the first one is rejected by the UniBo LTF
- Leading the Implementation and execution of the project
- Acting as the head of the Project Coordination Subdivisions

Profile and skills

- Good knowledge of English (B2) and Italian (B2).
- Creativity skills
- Good decision-making skills
- Medium to high knowledge of project management
- Good interpersonal skills
- Good organisational skills
- Problem solving skills
- Leadership skills
- Good digital skills (Excel, Word, Power Point)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (12-15h per month)
Operational Manager

Description of the role:

- Helping in the preparation of proposals for the designed projects
- Preparing the operational strategy for the presented proposals
- Drafting the operational strategy part of the project proposal based on the feedback received during the General Meetings
- Helping in the preparation of the second draft if the first one is rejected by the UniBo LTF
- Leading the operation of the project

Profile and skills

- Good knowledge of English (B2) and Italian (B2).
- Creativity skills
- Good decision-making skills
- Basic knowledge of project management
- Good interpersonal skills
- Good organisational skills
- Problem solving skills
- Time Management skills
- Good digital skills (Excel, Word, Power Point)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (10-12h per month)
People & Talents

The role of the People & Talents subdivision is to bring engaged and suitable members to adequate projects and initiatives. It is responsible for the internal harmony of the group and aims at giving each team member the chance to do their best and improve themselves. This subdivision works very closely with UniBo offices and staff, linking the LTF with the University and ensuring a harmonious cooperation.

To the People & Talents subdivision belong the Director, whose role is both to coordinate the functioning of the unit and to be the entrepreneur of the UniBo LTF, the Recruitment Manager, who is entrusted with the selection process of candidates for the UniBo LTF and for the volunteers needed for any project, the Satisfaction and Feedback Representative, who manages the outcomes of the projects and the internal governance, and the Event Manager, who deals with the catering of physical and online events.

P&T Director

**Description of the role:**

- Recruiting the new members for the Task Forces (Local Taskforce and Project Task Force)
- Checking the drafted calls prepared for recruitments
- Deciding on the re-structuring of the Task Force
- Expressing the final judgment on the applicants together with the selected jury
- Deciding on the updates for the LinkedIn page
- Attending meetings with UniBo Staff members
- Brainstorming on subdivision’s strategy
- Brainstorming on how to improve the team and on which workshops and seminars to request from the administration for UniBo LTF members
- Preparation of proposals for recruitment
- Attending meetings with directors and Co-Presidents for internal policy matters
- Attending meetings with international colleagues if necessary
- Approving the notice for the Call for Applicants
- Acting as the head of the P&T Subdivisions

**Profile and skills**

- Good knowledge of English (B2) and Italian (B2)
- Good interpersonal skills
- Good organisational skills
- Problem solving skills
Leadership skills
- Governance skills
- Management skills
- Good digital skills (Excel, Word, Power Point)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (15h per month)

Recruitment Manager
Description of the role:
- Recruiting the new members for the Task Forces (Local Taskforce and Project Task Force)
- Drafting the forms needed for recruitments
- Re-structuring of the Task Force in case it is required by the P&T director
- Interviewing the applicants (together with P&T director)
- Using and updating the LinkedIn page

Profile and skills
- Good knowledge of English (B2) and Italian (B2).
- Good interpersonal skills
- Good organisational skills
- Problem solving skills
- Leadership skills
- Good digital skills (Excel, Word, Power Point)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (8-10h per month)

Satisfaction & Feedback Reps.
Description of the role:
- Preparation of feedback forms
- Reporting outcomes
- Creating satisfaction charts
- Managing the internal improvement research and requirements of team members
- Reporting on TF members for their development and working education
- Managing the inter-personal relations of the members of the task force
- Collecting complains and recommending solutions

**Profile and skills**
- Good knowledge of English (B2) and Italian (B2).
- Good interpersonal skills
- Good organisational skills
- Problem solving skills
- Good digital skills (Excel, Word, Power Point)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (8-10h per month)

**Events Manager**

**Description of the role:**
- Organising online and physical events
- Managing the logistical aspect of event organisation
- Organising the internal meetings of the UniBo LTF
- Creating and managing Doodles/Surveys for time scheduling
- Managing the UniBo LTF Calendar
- Working closely with the Financial Advisor

**Profile and skills**
- Excellent knowledge of English (C1) and Italian (C1).
- Good interpersonal skills
- Good organisational skills
- Good time management
- Good governance skills
- Good digital skills (Excel, Word, Power Point, Doodle)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (3h per week)
Marketing & Communication

The role of the Marketing & Communication subdivision is to decide how to promote Una Europa related initiatives, to be responsible for the public image of UniBo LTF and to be the contact reference for any stakeholder or student wanting to get in touch with the community of Una Europa. To ensure that no discrepancies between official UniBo communications and LTF announcements, the Marketing & Communication subdivision works very closely with UniBo offices and staff.

To the Marketing & Communication department belong the Director, whose role is both to coordinate and oversee the functioning of the unit and to be responsible for the marketing strategy of UniBo LTF, the Social Media Manager, who manages the social media pages of the UniBo LTF and prepares any social media material for the SB in the name of the University of Bologna, the Finance Advisor, who manages the expenses of the UniBo LTF and researches on the local prices for international initiatives, and the Communication Manager, who deals with the correspondence of the UniBo LTF and also manages the PR of the team.

M&C Director

Description of the role:

- Deciding on the marketing strategy
- Taking the final decision on social media posts, communication emails and events
- Checking and reporting for the follow ups on communication and marketing
- Conducting Monthly checks for the public image
- Attending meetings with UniBo Staff members
- Brainstorming on subdivision’s strategy
- Attending meetings with directors and Co-Presidents for marketing policy matters
- Attending meetings with international colleagues if necessary
- Acting as the head of the M&C Subdivisions

Profile and skills

- Good knowledge of English (B2) and Italian (B2)
- Good interpersonal skills
- Good organisational skills
- Problem solving skills
- Leadership skills
- Good Marketing skills
- Management skills
- Good digital skills (Excel, Word, Power Point, Canva Pro)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (15h per month)

Social Media Manager

Description of the role:
- Managing the social media pages of the UniBo LTF (in conjunction with the International Relation Office)
- Coordinating the advertising for Una Europa Events on the social media pages of the UniBo LTF
- Preparing posters, pictures, brochures, etc. to publicise events
- Updating the Bologna webpage of Una Europa (Bologna Local Task Force section).

Profile and skills
- Good knowledge of English (B2) and Italian (B2).
- Usage of Canva/ Photoshop/ similar tools for graphic editing
- Good interpersonal skills
- Good organisational skills
- Good social media knowledge (Instagram, Facebook, TikTok, Twitter)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (3h per week)
- Good knowledge of advertising techniques

Finance Advisor

Description of the role:
- Research on expenses (such as Social Media ads, expenses for events or expenses for rewards)
- Managing the expenses and the budget
- Consulting with administration on how to find stakeholders and advantages (such as discounts for UniBo LTF members)
- Working closely with Events Managers

Profile and skills
- Good knowledge of English (B2) and Italian (B2).
- Good interpersonal skills
- Good organisational skills
- Time management
- Accounting skills
- Good digital skills (Excel, Word, Power Point)
- Good knowledge of the online tools used by the UniBo LTF
- Ability to work both independently and in groups
- Time availability (3h per week)

Communication Manager

Description of the role:
- Preparing formal communications and letters
- Answering Q&A
- Helping Secretary General in managing the official email address
- Researching and solving any external governance issue
- Creating and maintaining a pool of students interested in Una Europa

Profile and skills
- Excellent knowledge of English (C1) and Italian (C1).
- Good interpersonal skills
- Good organisational skills
- Ability to work both independently and in groups
- Good digital skills (Excel, Word, Power Point)
- Good knowledge of the online tools used by the UniBo LTF
- Good knowledge of Perception Management
- Time availability (3h per week)