

# University of Bath Students' Union RAG



This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

<b>Role:</b> RAG Events Officers	<b>Department:</b> RAG, Volunteer Office
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"> <li>To recruit individual event organisers/organising teams</li> <li>To support and train events organisers by providing advice and contacts</li> <li>To approve timelines and budgets</li> <li>To ensure meetings are set up and events proceed according to plan</li> <li>To ensure RAG Events are well timed, considering other SU/University activities.</li> <li>To set up and chair the Events Planning meeting at the end of the year</li> <li>To oversee handover procedure post-event</li> </ul>	<b>Time Commitment:</b>  7-10 hours per week (at certain times of the year)
<b>Opportunity:</b> <ul style="list-style-type: none"> <li>To be the point of contact for RAG for internal and external bodies</li> <li>To lead the development of the group</li> <li>To gain hands on event management experience</li> </ul>	<b>Venue:</b> RAG Office/Various
<b>Useful previous experience/skills needed:</b> <ul style="list-style-type: none"> <li>Management/Leadership</li> <li>Event Management</li> </ul>	<b>Responsible to:</b> RAG committee and membership, Volunteer office staff
	<b>Benefits:</b> <ul style="list-style-type: none"> <li>Acquisition of graduate skills, such as organisation, leadership and time management.</li> <li>Chance to make a difference in local community</li> <li>Meeting lots of like-minded individuals</li> <li>Volunteer Recognition Scheme</li> </ul>
	<b>Training and Support:</b> <ul style="list-style-type: none"> <li>Administrative support from the Volunteer Office</li> <li>Management support from SU's Events Committee</li> <li>Training sessions through SU Skills Training/ RAG Conference</li> </ul>

**Skills Gained:** Participating in this opportunity will enable you to develop and practise the following skills (marked )

Teamwork*	X	Delegation	X	Financial Management	X
Verbal Communication*	X	Negotiation	X	I.T.	
Written Communication*	X	People Management	X	Organisation/ Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*	X	Decision Making	X	Persuasion	X

Updated on 7<sup>th</sup> Oct 2014

\*Skills required for The Bath Award

<b>For further info contact:</b> <b>E-mail – rag-staff@bath.ac.uk</b> <b>Tel: 01225 38 5052</b>	<b>Website:</b> <a href="http://www.bathstudent.com/rag">http://www.bathstudent.com/rag</a>
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