

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.

Role:

Sleep Out Event Manager

Department:

RAG

Duties and Responsibilities:

- To make key decisions as to the management, vision and direction of your event, and oversee the organisation of the main aspects of the event.
- Be the main point of contact for both internal and external parties including the SU, Bath University security and the charity Julian House.
- To manage and delegate to a team of volunteers who will help organise and run your event, ensuring they have the help and support they need to do their roles
- Creating event timelines, making sure all the key tasks are done (and coming up with ideas). Such tasks include securing a suitable venue, recruiting and managing entertainment, promoting the event and recruiting participants.
- Organise regular team meetings and attend any other relevant meetings to the event.
- Support participants in their fundraising efforts with tips and advice.
- Ensure the Risk Assessment is completed and that participants receive a health and safety briefing.
- Be a key contact on the night of the event, ensuring ticket sales are finalised, events items are taken to the venue and volunteer briefings are conducted.

Time Commitment:

Approx. 6 hours a week, with additional hours closer to the event.

Venue: Volunteering Office & University Parade

Responsible to: RAG Week Committee & RAG Events Officer

Opportunity:

- Manage a high profile event during RAG's busiest period, RAG week.
- Raise money for a local charity
- Chance to make a difference in local community

Benefits:

- Acquisition of graduate skills, such as organisation and leadership.
- Chance to make a difference in local community by fundraising for a local charity.
- Meeting lots of like-minded individuals
- Be part of the SU Volunteer Recognition Scheme

Useful previous experience/skills (useful but not essential):

- Management/Leadership
- Strong organisation skills
- Teamwork

Training and Support:

- Administrative support from the Volunteer Centre
- Management support from the SU's Events Committee
- Training sessions through the SU

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

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

*Skills required for The Bath Award