

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:
Rag Secretary

Department:
Rag, Volunteer Centre

Duties and Responsibilities:

- To record and publish minutes from meetings.
- To be the main contact between Rag and the 'Big Four' charities and deal with the small charity applications.
- To send a news email to the 'Big Four' updating them on Rag news and events.
- To arrange and oversee visits, training sessions and enquiries with the 'Big Four'.
- Send weekly emails to update RAG members on upcoming events
- Regularly check the rag@bath.ac.uk email account, replying to and forwarding these emails appropriately

Time Commitment:
5-6 hours per week

Venue: Rag Office/Various

Responsible to: Rag Committee and members, Volunteering Administrator

Opportunity:

- To be the point of contact for Rag for internal and external bodies
- To lead the development of the group
- Help the committee with events if needed

Benefits:

- Acquisition of graduate skills, such as organisation, teamwork and time management.
- Chance to make a difference in local community
- Meeting lots of like-minded individuals
- Chance to network with local charities for jobs

Useful previous experience/skills needed:

- Previous involvement in Rag
- Time management

Training and Support:

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

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

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

*Skills required for The Bath Award