

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: Sports Club Social Secretary

Department: Students' Union Sport

Duties and Responsibilities:

- Provide an opportunity for club members to integrate between teams.
- Work alongside the club events officer and provide events and socials that are inclusive to all and do not discriminate against any students.
- Submit Welcome Social information to the SU Sport office in advance.
- Read and abide Students Union policies; (Social Policy, Equal opportunities Policy and BUCS Athlete – code of conduct)
- Work with the core committee members to actively promote against inappropriate behaviour.

Time Commitment:

2 hours a week minimum, depending on clubs activities.

Venue: SU Sport office, across campus

Responsible to: Sports Officer/ Executive members

Benefits:

- Develop the club
- Gain leadership and team experience
- Enhance you CV
- Gain skills to enhance personal development
- Volunteer Recognition programme
- Support the Students' Union with national project (lad culture)

Opportunity:

- Develop the club for members
- Gain key transferable skills

Training and support:

- In house training through Skills Training (finance, health & safety, BUCS, marketing etc)
- Support through all SU areas
- Support and Information available from relevant National Governing Bodies

Useful previous experience:

- Organisational skills
- Working within a team
- Knowledge and understanding of how the club and committee works
- Knowledge and understanding of SU Sport

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

Written Communication	✓	Teamwork	✓	Financial Management	
Verbal Communication	✓	Time Management		I.T.	
Delegation		People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation		Marketing	

Others (as specified below):

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