

Role description: Enable Committee – Social Secretary

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.

<p>Role: Enable Committee – Social Secretary</p>	<p>Department: Advice & Support Centre</p>
<p>Description: The Social Secretary is responsible for planning, organising and publicising social events for Enable. They will also liaise with the Disability Sports representative and sports officer to keep up to date with disability sports.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Organise social events for all members of Enable. • Co-ordinate with Chairs to allocate funds to social activities. • Publicise social events. • Perform risk assessments for social events. • Attend Enable Committee meetings. • Liaise with disabled sports rep and continue working with SU Sports Officer regarding accessible sports & improved access to the gym, hydropool, and exercise classes 	<p>Time Commitment:</p> <ul style="list-style-type: none"> • 1.5 hours per week attending Enable & Committee meetings • 0.5-2 hours per week organising social events • 1 hour per month (or as appropriate) liaising with disability sports rep/Sports Officer
<p>Opportunities:</p> <ul style="list-style-type: none"> • Develop communication skills • Develop time management and planning skills • Develop event management and publicity skills. 	<p>Venue: No single venue, all staff and Officers who support the role are based in the Advice & Support Centre (Students' Union Building 2.1).</p>
<p>Useful previous experience:</p> <ul style="list-style-type: none"> • Management and planning • Organising events 	<p>Supported by:</p> <ul style="list-style-type: none"> • Advice & Community Manager • SU Community Officer • Advice and Support Advisor • Enable Committee
<p>Benefits:</p> <ul style="list-style-type: none"> • Free training. • Meet new people. • Enhance your CV. • Gain experience in event planning and publicity. 	<p>Training: In-house training from Skill Training, Advice & Representation and the Societies team in:</p> <ul style="list-style-type: none"> • Management and communication

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	✓	IT	✓
Delegation		People management	✓	Marketing	✓
Decision making		Negotiation	✓	Planning	✓

For further info contact:

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Website:

<http://www.thesubath.com/advice/student-groups/enable/>