

Role:
RAG Events Officer

Department:
RAG, Volunteer Centre

Duties and Responsibilities:

- To take the lead on one of RAG's core events
- To organise at least one other RAG event during the year
- To recruit individual event organisers
- To support and train event organisers by providing advice and contacts
- To approve timelines and budgets
- To ensure meetings are set up and events proceed as planned
- To oversee handover procedure post-event
- To organise and least one RAG Raid during the year

Time Commitment:

7-10 hours per week (at certain times of the year)

Venue:

Various

Responsible to:

RAG committee and membership, Volunteering Coordinator

Opportunity:

- To support the development of the group
- To gain hands on event management experience

Benefits:

- Acquisition of graduate skills, such as organisation, leadership and time management.
- Chance to make a difference in local community
- Meeting a variety of like-minded individuals

Useful previous experience/skills needed:

- Involvement with a RAG Event
- Organisation and time management skills
- Event management experience

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) *Skills required for The Bath Award

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	Public Speaking	

For further info contact: Students' Union Community Officer sucommunity@bath.ac.uk 01225 384223

Website: thesubath.com/rag/