

University of Bath Students' Union

Freshers' Week Captain

Job Profile

Duties and Responsibilities ▪ Support the Freshers' Week Event Mangers (FWEMs) to deliver Freshers' Week 2016 (FW 2016). ▪ Lead and support a group of volunteers during FW2016 and in the build-up. ▪ Lead and support student groups to deliver activity. ▪ Support events, from planning to delivery. ▪ Provide ongoing support to the new students throughout the academic year.	Time commitment ▪ The nature of the role will require highly variable hours. ▪ From appointment until the end of the Academic Year – short periods including shortlisting other volunteers and a welcome talk. ▪ Monday 19th – Friday 23rd September 2016 – Available between 09:00 and 17:00 to support preparation. ▪ Saturday 24th September – Sunday 2nd October 2016 – approximately 50 hours. Accountable to ▪ Freshers' Week Event Managers Venue ▪ University of Bath Students' Union Supported by ▪ Students' Union Officers ▪ Students' Union Staff
Opportunity ▪ Be a part of FW2016. ▪ Assisting in the induction of all new students to the University of Bath. ▪ Gain insight into the Students' Union.	Benefits ▪ Training provided by FWEMs. ▪ Access to FW2016 t-shirts and hoodies. ▪ Access to FW2016 events. ▪ Extensive experience of working at an event and with volunteers. ▪ Discounted food and drink from the Plug and Tub for the duration of FW2016. ▪ Access to the Volunteer Recognition Scheme and the Bath Award.
Useful previous experience ▪ As a volunteer involved in Freshers' Week. ▪ As a student leader within Bath SU.	Training and support ▪ Induction and training provided by FWEMs. ▪ Access to Bath SU Skill Development Opportunities.
Skills gained: Participating in this opportunity will enable you to develop and practise the following skills (marked ✓)	

Written communication		Teamwork	✓	Financial management	
Verbal communication	✓	Time management		IT	
Delegation		People management	✓	Organisation/planning	✓
Decision making	✓	Negotiation		Marketing	

Others (as specified below):

The role of a Freshers' Week Captain is incredibly demanding and student facing.

Person Specification:

	Essential	Desirable
Enthusiastic	E	
Student Focussed	E	
Organised	E	
Communication	E	
Experience of volunteering		D
Teamwork	E	
Level Headed		D
Open minded	E	
Creative		D
Understanding of Students' Unions		D
Working under pressure		D

For further information, contact:
 Freshers' Week Event Managers –
 fwem@bath.ac.uk

Website:
 BathStudent.com

** Please note that if you are due to graduate you should consider whether you will be able to commit the necessary time required.*