

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: Fundraising & Sponsorship Officers

Department: Students Union Sport

Duties and Responsibilities:

- Investigate opportunities and offers that the club/team can deliver.
- Produce a sponsorship rate card, outlining the club/team offer.
- Confirm which companies the club wishes to contact in advance with SU Sport and the marketing department.
- Ensure contracts are in place and confirmed in advance of any actions taking place. *All contracts must be signed by a trustee of the SU.*
- Maintain good relations with sponsors throughout the academic year.
- Produce sponsorship reports for sponsors and SU Sport.
- Highlight areas in which community work could be incorporated into the sponsorship offer.

Time Commitment:

3 hours minimum per week depending on the club size and activity.

Venue: SU Sport office, across campus

Responsible to: Club Chair

Benefits:

- Development of the club
- Development skills with regards to pitching to an external company
- Work with student led groups and University staff.
- Enhance you CV
- Gain skills to enhance personal development.
- Volunteer Recognition programme
- Build relationships with external companies

Opportunity:

- Develop the club for members
- Engage members of the club with community activities.

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

Training and support:

- In house training through Skills Training (finance, marketing, sponsorship).
- Support through all SU areas
- Support and Information available from relevant National Governing Bodies
- Sport Officer

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):

For further info contact:

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