

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 Kit and Equipment Officer

Department: Students' Union Sports Association

Duties and Responsibilities:

- Record and maintain an electronic equipment inventory and handover to incoming officer.
- Work with the clubs Chair and Treasure on current/future equipment requirements.
- Produce/update an equipment schedule, highlighting any financial roll overs required.
- Produce/update equipment safety checks. Ensure an electronic version is available and where required a hard copy is situated with the relevant items allowing students to record safety checks.
- If required train members to actively check items of equipment for damage.
- Ensure club equipment meets regulations within BUCS and NGBs
- Report damaged equipment to SU Sport office and that the item is taken out of action.
- Liaise with SU Sport office on the need to (remove/sell/purchase) equipment.
- Confirm club kit requirements.
- Actively promote SU Sport kit to members
- If required submit a report outlining why the University kit supplier does not meet the requirements of the clubs activity.
- Abide by the Students' Union branding guidelines.

Time Commitment:

5 hours a week minimum, depending on clubs activities. Plus attendance at club meetings and GM/AGM

Venue: SA office, across campus

Responsible to: Sports Officer/ Executive members

Benefits:

- Develop the club
- Gain leadership and team experience
- Work with student led groups and University staff.
- Enhance you CV
- Gain skills to enhance personal development
- Volunteer Recognition programme
- Work with National Governing Bodies
- Develop placement opportunities

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

Opportunity:

- Develop the club for members
- Gain key transferable skills

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:

E-mail – susport@bath.ac.uk

Tel: 01225 38 6607

01225 38 3263

Website:

<http://www.bathstudent.com/sport/>

Facebook

<https://www.facebook.com/#!/SUSportBath>