

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:
RAG of Tour Officer

Department:
Rag, Volunteer Centre

Duties and Responsibilities:

- To organise and attend street collections ("Raids") in Bath and other UK towns & cities.
- To work with the Membership Officer to publicise and recruit members for upcoming raids
- To liaise with charities to arrange permits, transfer funds and claim expenses.
- To keep track of members' totals and arrange prizes for top collectors.
- To arrange trips to charity-organised mega raids.

Time Commitment:

10-15 hours per week

Venue: Rag Office/Various cities and towns in South West England and UK

Responsible to: Rag Committee and members, Volunteering Administrator

Opportunity:

- To coordinate all Rag raids and ensure funds are passed on to charities in a timely manner

Benefits:

- Acquisition of graduate skills, such as organisation, leadership and time management.
- Chance to make a difference in local community
- Meeting lots of like-minded individuals
- Chance to network with national charities for jobs

Useful previous experience/skills needed:

- Leadership
- Previous collecting experience

Training and Support:

- Administrative support from the Volunteer Centre
- Management support from BUSU's Events Committee
- Training sessions through BUSU

Skills Gained: Participating in this opportunity will enable you to develop and practise the following skills (marked)

Teamwork*	X	Delegation	X	Financial Management	X
Verbal Communication*	X	Negotiation	X	I.T.	X
Written Communication*	X	People Management	X	Organisation/ Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*		Marketing	X	Initiative	X
Problem Solving*	X	Decision Making	X	Self-discipline	X

*Skills required for The Bath Award