

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 Social Secretary

Department:
Rag, Volunteer Centre

Duties and Responsibilities:

- To organise fun social events for all members.
- To organise committee bonding activities.
- Work with the treasurer to budget social events.
- Ensure volunteers on events have a good time and are rewarded.
- Make sure all socials are inclusive.

Time Commitment:

3-5 hours per week

Venue: Various

Responsible to: Rag Committee and membership, Volunteering Administrator

Opportunity:

- To organise lots of fun socials

Benefits:

- Acquisition of graduate skills, such as organisation, leadership and time management.
- Chance to make a difference in local community
- Chance to help other students develop themselves
- Meeting lots of like-minded individuals

Useful previous experience/skills needed:

- Running social events

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)

Teamwork*	X	Delegation		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	X	Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	

*Skills required for The Bath Award