

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: SU Sport Executive Volunteer Recognition Coordinator

Department: Students' Union Sports

Duties and Responsibilities:

- a) Work with the Department of Sports Development and Recreation to develop the benefits associated with the Sporting Volunteer Recognition Scheme;
- b) Assist the SU Volunteer Centre and all relevant SU staff into creating an SU wide Volunteer Recognition Scheme;
- c) Liaise with SU Sport Club Committees to ensure their volunteers apply for the Sporting Volunteer Recognition Scheme;
- d) Process the applications to the Sporting Volunteer Recognition Scheme on a bi-annual basis;
- e) Produce an annual impact report on the Sporting Volunteer Recognition Scheme.

Time Commitment: 3 hours per week

Venue: Sports Association Office / across campus

Responsible to: SU Sport Officer

Extra Responsibilities:

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- a) One member of the Executive Committee must, at the first meeting of the Committee, be elected for each of the following duties:
- i. Representing SU Sport on the SU's Elections Committee;
 1. This person should not be considering running for SU Officer that year.
 - ii. Representing SU Sport on the SU's Disciplinary Panel, as outlined in Bye Law and Regulation 4.
 1. Must not be the Executive Committee Member who sits on the SU's Review Panel.
 2. This person may not sit on any SU Sport Disciplinary Panels that convene.
 - b) All members of the SU Sport Executive Committee will be assigned a subgroup of sports clubs for which they should perform the following duties:
 - i. Act as point of contact between clubs and Sport Officer;
 - ii. Meet a minimum of twice a semester with subgroup club chairs, either individually or as a group;
 - iii. Pass down all relevant messages from the SU Sport Executive Committee or Sport Officer.

Opportunity:

- Assist with the development of Volunteer Recognition
- Engage with the students and voice their views
- Attend workshops/conferences held by NGB
- Develop the recognition offer

Useful previous experience:

- Organisational skills
- Working within a team
- Knowledge and understanding of SU Sport
- Experience of publicising and marketing

Training and support:

- In house training through Skills Training (publicity and marketing).
- Support through all SU areas
- Training/support from NGB
- 1.1 with Sport Officer

Benefits:

- Enhance your CV
- Gain skills to enhance personal development
- Gain Team Leadership skills
- Improve administrative skills
- Work alongside University staff.
- Build working relationships with external groups
- Learn to control a budget.

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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Website:

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

Facebook

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