

This opportunity profile is designed to give you an idea of what your Kit & Equipment Representative role will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

Role:
Kit & Equipment Representative

Department: Su Activities

Duties and Responsibilities:

- To take responsibility in entering all society's equipment in the Equipment List and for all update.
- To keep society-owned equipment in good working order and report and replace if necessary
- Ensure all equipment is regularly PAT tested.

Time Commitment:
The Equipment list is to be completed at Handover, then updated and checked throughout the year when necessary.

Venue:
SU Activities Office – Across campus

Responsible to:
Society Chair
SU Activities Officer

Opportunity:
To provide support to committee members

Benefits:

- Development of the society.
- Enhance you CV
- Gain skills to enhance personal development.
- Volunteer Recognition programme

Useful previous experience:

- Participation in previous society events and activities
- Organisation skills
- Record keeping

Training and support:

- Handover training with the previous Societies Chair
- Committee training via skills training

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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