

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

Role:
Sponsorship & Fundraising Representative

- Duties and Responsibilities:**
- Actively seeks additional finance opportunities to that provided by Society.
 - Works with BUSU Marketing department to generate and circulate sponsorship proposals
 - Maintains good relations with existing sponsors including submitting sponsorship reports
 - Produce a sponsorship rate card, outlining the society's offer
 - Seeks to engage in fundraising activity, ensuring all risks are clearly outlined to the Chair prior to activity
 - To develop publicity skills and offer advice and support to members when required

- Opportunity:**
- Develop the society for members
 - Engage members of the society with community activities.

- Useful previous experience:**
- Participation in previous society events and activities
 - Organisation, Enthusiasm and Ideas
 - Good inter-personal skills
 - The ability to delegate tasks efficiently

Department: Su Activities

Time Commitment:
 2-3 hours per week, depending on society

Venue: SU Activities Office / across campus

Responsible to:
 Society Chair
 SU Activities Officer

- Benefits:**
- Development of the society
 - Development skills with regards to pitching to an external company
 - Work with student led groups and University staff.
 - Enhance you CV
 - Gain skills to enhance personal development.
 - Volunteer Recognition programme
 - Build relationships with external companies

- Training and support:**
- Training via Skills Development
 - Support through all SU areas
 - Handover 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:
 Activities Officer email - suactivities@bath.ac.uk
 01225 383667 / 01225 384860

Website:
<http://www.bathstudent.com/socs>