

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. **N.B. You may not hold this position at the same time as being a committee member of a group within the volunteering sub-group (e.g. RAG or V Team).**

**Role: Volunteer Liaison Officer**

**Department:** Volunteer Office

**Duties and Responsibilities:**

- In attendance at the Societies Executive
- Attend V Team and RAG Committee meetings on a regular basis
- Arrange invites to attend some of the other SU Executive Committee meetings to promote volunteering, discuss volunteer recognition, keep track of the volunteering being delivered by student groups and encourage collaboration between volunteering and other areas of the SU
- Represent students involved in volunteering to the Students' Union Officers, the University, the Volunteering team, and the public.
- Represent volunteer opinion as a representative of the area and represent volunteering on the Review Panel, Elections Committee
- Meet with volunteer staff to develop new ideas and make suggestions for the direction of the area
- Work with halls committees to coordinate work and provide opportunities and support in halls
- Work alongside the Community Officer to support the volunteering groups as detailed in the Volunteering Constitution. Specifically take note of sections six and seven.
- Organise the annual Volunteering General Meeting alongside the Community Officer.

**Time Commitment:**

- Approx. 6 hours per week
- Includes monthly meetings with volunteer staff
- Weekly meetings with volunteer committees

**Venue:**

- Volunteer Office/SU Community officer
- Meeting room for some meetings GTAs for volunteering committee meetings

**Supported by:**

- Volunteer/community staff and SU
- Community Officer

**Opportunity:**

- Develop skills
- Influence direction of volunteer area
- Potential attendance at national training

**Benefits:**

- Development of the area/volunteer groups
- Enhance your CV
- Gain skills to enhance personal development.
- Volunteer Recognition programme

**Useful previous experience:**

- Experience in the volunteer area
- Organisation, enthusiasm and ideas
- Ability to speak up and represent students' views
- Knowledge of SU workings and committees
- Good interpersonal skills
- Ability to delegate

**Training and support:**

- Event Management
- Committee training via skills training
- Overview of strategy and Development Plans provided
- Support from Volunteer Office/SU Community Officer
- Team building sessions with the new Executive Committee
- Attend chair training and other core training sessions

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

Written Communication		Teamwork	X	Financial Management	
Verbal Communication	X	Time Management	X	I.T.	
Delegation	X	People Management	X	Organisation/ Planning	X
Decision Making	X	Negotiation	X	Marketing	X

**Others (as specified below):**

**For further info contact:**  
sucommunity@bath.ac.uk

**Website:**  
<https://www.thesubath.com/volunteer-groups/>