



**University of Bath Students' Union
V Team Student Volunteering**



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 the role.

Role: V Team Events Officer – to work with the Volunteer Office in driving forward the delivery of events linked to local charities and community groups

Department: V Team, Volunteer Office

Duties and Responsibilities:
Specific:

- Recruit individual project leaders to deliver events linked to local charities/organisations
- Guide project leaders to follow their specific Project Leader Guides
- Monitor progress of events/projects
- Advise on risk assessments, refer all to Volunteer Office for final sign off
- Organise and attend Events Planning meeting

All V Team committee members will be required to:

- support V Team promotional activities: Freshers Week, Refresh Week, Student Volunteering Week
- attend weekly committee meetings
- attend fortnightly members' meetings
- attend V Team socials
- volunteer when available to set a good example

Time Commitment:
Minimum 5 hours per week, but will need to be flexible

Venue:
Student Volunteer Office / Various

Responsible to:
The V Team committee and membership
SU Community Officer
Volunteer Liaison Rep
Student Development Manager
Volunteer Support Workers

Opportunity:

- To be point of contact for V Team project leaders
- To help research new projects and volunteering opportunities for the membership

Benefits:

- Acquisition of graduate skills, such as organisation, teamwork and time management
- Chance to make a difference in the local community
- Meeting lots of likeminded individuals
- Chance to network with local charities for jobs
- Enhance your CV

Useful previous experience/skills needed:

- Management / Leadership
- Event Management

Training and Support:

- Support from the Volunteer Office
- Various training available from Skills Training
- Specific role training available if required

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

Teamwork*	X	Delegation	X	Financial Management	X
Verbal Communication*	X	Negotiation	X	IT	
Written Communication*	X	People Management	X	Organisation/Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	X

*Skills required for the Bath Award
For further info contact: E-mail volunteers@bath.ac.uk Tel: 01225 38 6385 www.bathstudent.com/vteam