

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: IT/Web Officer

Department: Students' Union Sports

Duties and Responsibilities:

- Update SU Sport web pages every week with photos, results, fixtures from the Sports Reporters.
- Ensure that the SU Sport and its events are widely publicised online.
- Liaise with Sport Officer and the Intramural Officer and update the fixtures and results of the Intramural leagues and tournaments.
- Support the maintenance of SU Sport web pages including links to respective Union/University web pages.
- Work with Clubs to further their individual web pages.
- Ensure SU branding guidelines are implemented.

Time Commitment: 2 hours per week

Venue: Sports Association Office / across campus

Responsible to: SU Sport Officer and Club Chair

Benefits:

- Enhance your CV
- Gain skills to enhance personal development
- Gain Team Leadership skills
- Improve administrative skills
- Development of the club

Opportunity:

- Develop your personal IT skills
- Gain experience in a sport based environment
- Assist with the development of the club

Training and support:

- In house training through Skills Training (IT).
- Support through all SU areas
- 1.1 with Sport Officer

Useful previous experience:

- Organisational skills
- Knowledge and understanding of SU Sport
- Experience of IT and Web based activities

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>