

## Role Description: Bath STAR Volunteering Co-ordinator

<b>Role:</b> Bath STAR Volunteering Co-ordinator	<b>Department:</b> Volunteer Centre
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"> <li>To coordinate and keep track of induction, DBS checks, and volunteering training for new volunteers.</li> <li>Oversee volunteering agreements with outside charities.</li> <li>To promote current volunteering opportunities and direct new volunteers through to local charities.</li> <li>To organise and lead STAR campaigns in liaison with the committee.</li> <li>To coordinate the practicalities of volunteering and campaigning (booking rooms, refreshments, coordinating members).</li> </ul>	<b>Time Commitment:</b> 10 hours per week.
<b>Opportunity:</b> <ul style="list-style-type: none"> <li>To be the point of contact for RAG for internal and external bodies.</li> <li>To lead the development of the group.</li> </ul>	<b>Venue:</b> Various.
<b>Useful previous experience/skills needed:</b> <ul style="list-style-type: none"> <li>Management/leadership.</li> <li>Event management.</li> </ul>	<b>Responsible to:</b> STAR committee, members, and the Volunteering Administrator.
<b>Benefits:</b> <ul style="list-style-type: none"> <li>Acquisition of graduate skills, such as organisation, leadership and time management.</li> <li>Chance to make a difference in local community.</li> <li>Meeting lots of like-minded individuals.</li> </ul>	
<b>Training and Support:</b> <ul style="list-style-type: none"> <li>Administrative support from the Volunteer Centre.</li> <li>Management support from SU's Events Committee.</li> <li>Training sessions through the SU.</li> </ul>	

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

Teamwork*	X	Delegation	X	Financial Management	X
Verbal Communication*	X	Negotiation	X	I.T.	
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	Persuasion	X

\*Skills required for The Bath Award