

**Role: Volunteer Liaison Officer**

**Duties and Responsibilities:**

- Organise an event promoting the volunteer groups of the SU within Freshers' Week e.g. Volunteer Meet and Greet in the Tent
- Organise and chair monthly volunteer executive meetings, including putting together an agenda
- Frequently communicate with volunteer groups to raise any questions or queries
- Meet with volunteer staff to develop new ideas and make suggestions for the direction of the area
- 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
- Work alongside the Community Officer to support the volunteering groups as detailed in the Volunteering Constitution. Specifically take note of sections six and seven. (Under review)
- Organise the annual Volunteering General Meeting alongside the Community Officer.

**Useful previous experience/skills needed:**

- Experience in the volunteer area
- Organisation, enthusiasm and ideas
- Ability to speak up and represent students' views
- Good interpersonal skills
- Ability to delegate
- Broad communication and publicity

**Department:** Volunteer Office

**Time Commitment:**

- Approx. 2 – 4 hours per week
- Includes monthly meetings with volunteer staff

**Venue:**

- Volunteer Office/SU Community office

**Supported by:**

- Volunteer/community staff and SU
- Community Officer

**Benefits:**

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

**Opportunity:**

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

**Training**

- Event Management
- Committee training via skills training
- Overview of strategy and Development Plans provided
- Team building sessions with the new Executive Committee
- Attend chair training and other core training sessions