

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: Events Coordinator

Department: Students' Union Sports

Duties and Responsibilities:

- a) Plan events to meet the needs of the club membership.
- b) Ensure events do not clash with Students Union wide events.
- c) Produce an event calendar.
- d) Meet and discuss events with SU Sport staff.
- e) Ensure that all Health and Safety requirements are in place.
- f) Publicise the events with the help of the SU's Marketing Office.
- g) Conduct a review of all events with the aim of improving the process the following year.
- h) Highlight potential sponsorship opportunities with events.
- i) Work with club treasure of the events budget (income/expenditure)

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
- Work with student led groups and University staff.

Training and support:

- In house training through Skills Training Support through all SU areas
- Sport Officer
- SU Events Team

Useful previous experience:

- Organisational skills
- Working within a team
- Knowledge and understanding of SU Sport
- Experience of publicising and marketing

Opportunity:

- Assist with the development of the club
- Ensure a high standard of communication is held within the club
- Develop the club, making a difference to its members.

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>