

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:

There are two SU Sport Executive Events Managers who are jointly responsible for the following:

- a) Lead the organisation of major events run by SU Sport, primarily Snowball, by working with the Sport Officer, other Executive Committee Members and SU Staff.
- b) Plan event dates to suite the students' academic year and other events planned within the SU.
- c) Ensure the Snowball events come within budget and makes a minimum profit of £10,000 for SU Sport.
- d) Ensure that all Health and Safety. requirements are in place.
- e) Make sure all events run smoothly and safely.
- 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.

Time Commitment: 2-3 hours per week

Venue: Sports Association Office / across campus

Responsible to: SU Sport Officer and Club Chair

Extra Responsibilities:

- a) One member of the Executive Committee must, at the first meeting of the Committee, be elected for each of the following duties:
- i. Representing SU Sport on the SU's Elections Committee;
 1. This person should not be considering running for SU Officer that year.
 - ii. Representing SU Sport on the SU's Disciplinary Panel, as outlined in Bye Law and Regulation 4.
 1. Must not be the Executive Committee Member who sits on the SU's Review Panel.
 2. This person may not sit on any SU Sport Disciplinary Panels that convene.
 - b) All members of the SU Sport Executive Committee will be assigned a subgroup of sports clubs for which they should perform the following duties:
 - i. Act as point of contact between clubs and Sport Officer;
 - ii. Meet a minimum of twice a semester with subgroup club chairs, either individually or as a group;
 - iii. Pass down all relevant messages from the SU Sport Executive Committee or Sport Officer.

Useful previous experience:

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

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.

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.

Training and support:

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

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:

VP Sport e-mail susport@bath.ac.uk
Tel: 01225 38 6607
01225 38 3263

Website:

<http://www.bathstudent.com/sport/>

Facebook

<https://www.facebook.com/#!/SUSportBath>