

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:

Zombie Apocalypse Event Manager

Department:

RAG

Duties and Responsibilities:

- To work with a team of volunteers who will run the event, ensuring they have the help and support they need to do their roles.
- To work with the RAG Event Officer and help make key decisions in the vision and design of the event.
- Assist in the organisation of key aspects of the event including the outlining the event course, completing risk assessments, ensuring the budget is correct and marketing.
- Input into the event timeline and make sure all the key tasks are done, including securing resources and props, recruiting volunteers, booking rooms & party venue, organising ticket sales, marketing the event.
- Support volunteers for the event by creating clear briefing notes and carryout group briefings.
- Be the main point of contact for the RAG committee, SU and volunteers.
- Attend meetings relevant to the event, including the SU events management committee.
- Be a key contact on the night of the event, ensuring the course is set up and volunteers are supported so the event runs smoothly.

Time Commitment:

Approx. 8 hours a week, with additional hours closer to the event.

Venue: Volunteering Office & various across campus

Responsible to: RAG Events Officer

Opportunity:

- Management of a large-scale, popular student event.
- Raise money for the Big Four

Benefits:

- Acquisition of graduate skills, such as organisation and leadership.
- Chance to make a difference in local community by fundraising for the Big 4.
- Meeting lots of like-minded individuals
- Be a part of SU Volunteer Recognition Scheme

Useful previous experience/skills (useful but not essential):

- Management/Leadership
- Event Management
- Strong organisation skills

Training and Support:

- Administrative support from the Volunteer Centre
- Management support from the SU's Events Committee
- Training sessions through the SU

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

Teamwork*	X	Delegation	X	Financial Management	
Verbal Communication*	X	Negotiation		I.T.	
Written Communication*	X	People Management	X	Organisation/ Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*		Marketing	X	Initiative	X
Problem Solving*	X	Decision Making	X	Persuasion	

*Skills required for The Bath Award