

University of Bath Students' Union Rag



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:
Rag Take Me Out Manager

Department:
Rag, Volunteer Office

- Duties and Responsibilities:**
- To recruit a team of student volunteers to help organise the event and delegate tasks as appropriate
 - To be the main point of contact for the RAG committee and SU staff.
 - To set a timeline for the event and set planning goals;
 - To work with the Rag Treasurer in approving the budget;
 - To make sure a venue, tech and CTV support is organised for the event
 - To ensure participants recruited for the event
 - To ensure the event is publicised to students
 - To monitor ticket sales vs target
 - To provide briefing sessions for participants and event management on the night;
 - To write and comply with health and safety risk assessments.
 - To ensure an sponsor requirements are met working with the RAG treasurer

Time Commitment:
5-8 hours per week

Venue: Rag Office/Various

Responsible to: Rag Events Officer, Volunteer Support Worker

- Opportunity:**
- Management of large scale event

- Benefits:**
- Acquisition of graduate skills, such as organisation, leadership and time management.
 - Chance to make a difference in local community
 - Meeting lots of like-minded individuals

- Useful previous experience/skills needed:**
- Management/Leadership
 - Event Management

- Training and Support:**
- Administrative support from the Volunteer Office
 - Management support from BUSU's Events Committee
 - Training sessions through BUSU

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.	X
Written Communication*	X	People Management	X	Organisation/ Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*	X	Marketing	X	Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	X

*Skills required for The Bath Award