



**University of Bath Students' Union
V Team Student Volunteering**



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 the role.

Role: Bath Marrow Vice President

Department: Bath Marrow, Volunteer Office

Duties and Responsibilities:
Specific:

- Responsible for Secretary related tasks
- Support Bath Marrow President in their role and management of Bath Marrow
- Research expansions and new opportunities for Marrow
- Sends out monthly Newsletter
- Administrative duties (e.g. Finance Tracking)

All Bath Marrow committee members will be required to:

- Attend most events run by Bath Marrow and commit at least a couple hours a week
- Attend meetings
- Attend the national and regional Marrow conferences

Time Commitment:

Minimum of 2 hour per week, but will need to be flexible and commit more where necessary, additionally attendance at most events run by Bath Marrow

Venue:
Student Volunteer Office / Various

Responsible to:
 Anthony Nolan Marrow (Julia Schmidt & Karen Archer)
 Bath Marrow Chair
 Volunteer Liaison Rep
 Student Development Manager
 Volunteer Support Workers

Opportunity:
 To support the Bath Marrow President in their role and management of Bath Marrow.

To research expansions opportunities for Bath Marrow.

To take on secretarial and administrative duties.

Benefits:

- Save lives!
- Meet and network with Anthony Nolan and other Marrow groups
- Enhance your CV and acquire volunteering hours
- Gain valuable communication skills

Useful previous experience/skills needed:

- Expansions
- Written Communication
- Team Management

Training and Support:

- Specific role training available at the Annual National Marrow Conference
- Support from the Volunteer Office
- Support from Anthony Nolan Marrow

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

Teamwork*	X	Delegation		Financial Management	
Verbal Communication*	X	Negotiation	X	IT	
Written Communication*	X	People Management		Organisation/Planning	X
Leadership*		Time Management	X	Creativity	X
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*	X	Decision Making		Public Speaking	

*Skills required for the Bath Award