

Role:
RAG Secretary

Department:
RAG, Volunteer Centre

Duties and Responsibilities:

- To record and publish agendas and minutes for meetings
- To deal with small charity applications
- To arrange and oversee visits, training sessions and enquiries with the Big Four charities
- To send emails updating RAG members on upcoming events
- To regularly check the rag@bath.ac.uk email, answering and forwarding emails appropriately
- To support the Chair in promoting diversity and inclusivity in RAG

Time Commitment:

5 hours per week

Venue:

Various

Responsible to:

RAG committee and membership, Volunteering Coordinator

Opportunity:

- To be a point of contact for RAG
- To support development of the group
- To support organisation and promotion of events

Benefits:

- Acquisition of graduate skills, such as organisation, leadership and time management.
- Chance to make a difference in local community
- Meeting a variety of like-minded individuals
- Opportunities to network with local charities

Useful previous experience/skills needed:

- Previous involvement in RAG
- Organisation and time management 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) *Skills required for The Bath Award

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

For further info contact: Students' Union Community Officer sucommunity@bath.ac.uk 01225 384223

Website: thesubath.com/rag/