

<b>Role:</b> Events Coordinator	<b>Student Led Service:</b> Raise and Give Team
<b>Duties &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Coordinate the organisation of a variety of fundraising events run by the RAG Team.</li> <li>• Liaising with the Students' Union to organise events.</li> <li>• Actively assist in the discussion of event ideas and help organise RAG week and events in the academic year.</li> <li>• Attend meetings with the Students' Union and/or the University, including committee training, one-to-one meetings, and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.</li> <li>• Provide volunteering opportunities at RAG Team events for SU Crew by liaising with the Students' Union Student Group Assistant.</li> <li>• Liaising with the Team Leader to delegate tasks between relevant volunteers and RAG Team Members at RAG events.</li> <li>• Communicating with volunteers before, during, and after events to ensure they know what their responsibilities are, that they are having a positive experience and to receive feedback following the event/activity.</li> <li>• To support other volunteers and students to organise their own fundraising events.</li> <li>• Ensure everyone has a great and safe experience and all students are made to feel welcomed and involved.</li> <li>• Liaise with the Students' Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters.</li> <li>• Supporting the Students' Unions Visions, values, and priority campaigns.</li> <li>• Adhere to WSU policies and procedures.</li> </ul>	<b>Time Commitment:</b> Varying throughout the year with an average of 5 - 10 hours a week
	<b>Responsible to:</b> RAG Team Leader, VP Student Activities, SU Staff and students.
	<b>Desirable Qualities:</b> <ul style="list-style-type: none"> <li>• Great organisational skills</li> <li>• Driven and motivated</li> <li>• Good leadership skills</li> <li>• Good communication skills</li> <li>• Able to balance multiple projects at once</li> <li>• Experience in fundraising</li> </ul>

<p><b>Opportunity:</b></p> <ul style="list-style-type: none"> <li>• A unique opportunity to be part of the team that leads fundraising at the Students' Union</li> <li>• Coordinate fundraising events at the Students' Union</li> <li>• To be engaged with the Students' Union and the Student Movement as well as national student fundraising and NaSFA.</li> <li>• To make sure events are well managed and all requirements for them are met</li> </ul>	<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Gain a wide range of practical skills that will make you more employable</li> <li>• Practical experience of organising a team and putting on events</li> <li>• Relevant training/on-going personal development</li> <li>• Qualify towards the Worcester Award and V Record.</li> <li>• Gain experience in community work</li> </ul>
<p><b>Beneficial Previous Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of motivating</li> <li>• Experience in running and organising events</li> <li>• Fundraising knowledge</li> </ul>	<p><b>Training and Support:</b></p> <ul style="list-style-type: none"> <li>• Potential opportunity to go to regional and national RAG events</li> <li>• Support through a mentoring system will be provided to help with your development</li> </ul>
<p><b>Skills gained:</b> Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> <li>• Communication skills - conveying intended meanings from one entity or group to another</li> <li>• Organisation skills - be clear on what you do and gain how to make sure all aspects are taken care of</li> <li>• Teamwork - you will be working collaboratively with a group of people in order to achieve a goal</li> </ul>	