

<p>Role: RAG Team Assistant Leader</p>	<p>Student Led Service: Raise and Give Team</p>
<p>Role Related Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Work with the Team Leader to lead the RAG Team, ensuring they are fulfilling their duties and responsibilities. • Take accurate minutes at team meetings and ensure that they are circulated to relevant people. • With support from the Students' Union Finance Team, provide budget forecasts for RAG Team Events to ensure events are financially viable. • Support the Events Coordinators in the organisation of RAG events and RAG Week. • Support all Societies, Clubs, Networks, and Individuals in the running of their fundraising events and activities. 	<p>Time Commitment: Varying throughout the year with an average of 5-10 hours a week</p> <p>Desirable Qualities:</p> <ul style="list-style-type: none"> • Great organisational skills • Driven and motivated • Good leadership skills - KEY • Good communication skills • Able to balance multiple projects at once
<p>Duties and Responsibilities of all RAG Team members:</p> <ul style="list-style-type: none"> • Attend monthly meetings with the Students' Union and/or the University, as well as attending committee training, one-to-one meetings, All Students' Meeting 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. • 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. • Supporting the Students' Unions Visions, values, and priority campaigns. • Adhere to WSU policies and procedures. 	<p>Benefits:</p> <ul style="list-style-type: none"> • Gain a wide range of practical skills that will make you more employable • Practical experience of organising a team and putting on events • Relevant training/on-going personal development • Qualify towards the Worcester Award and V Record. • Gain experience in community work • Fundraising Experience
<p>Skills gained:</p> <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • Communication skills - conveying intended meanings from one entity or group to another. • Organisation skills - be clear about what you do and gain how to make sure all aspects are taken care of. • Teamwork - you will be working collaboratively with a group of people in order to achieve a goal. • Financial Management - you will learn skills around managing finances 	