

Role: RAG Team Assistant Leader	Student Led Service: Raise and Give Team
Duties & Responsibilities: <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. • Supporting student groups create budget forecasts for their events. • Alongside the Team Leader attend a monthly catch up with the Student Groups Assistant. • Meet monthly with the RAG reps to review their progress. • 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. • Actively help organise RAG week and events throughout the Academic year. • Support all Societies, Clubs, Networks, and Individuals in the running of their fundraising events and activities. • Liaising with VP Student Activities and relevant staff members. • Work with Union staff to support individuals to fundraise. • Supporting the Students' Unions Visions, values, and priority campaigns. • Adhere to WSU policies and procedures. 	Time Commitment: Varying throughout the year with an average of 5-10 hours a week Responsible to: RAG Team Leader, VP Student Activities, SU Staff and students. Desirable Qualities: <ul style="list-style-type: none"> • Great organisational skills • Driven and motivated • Good leadership skills • Good communication skills • Able to balance multiple projects at once • Experience in fundraising • Budgeting skills
Opportunity: <ul style="list-style-type: none"> • A unique opportunity to be part of the team that leads fundraising at the Students' Union • Coordinate fundraising events at the Students' Union • To be engaged with the Students' Union and the Student Movement as well as national student fundraising and NaSFA. 	Benefits: <ul style="list-style-type: none"> • Gain a wide range of practical skills that will make you more employable

<ul style="list-style-type: none"> • To make sure events are well planned and be the face of RAG • Leading a team of volunteers 	<ul style="list-style-type: none"> • 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 • Gain knowledge in finance forecasting and budget planning
<p>Beneficial Previous Experience:</p> <ul style="list-style-type: none"> • Experience of motivating • Experience in running and organising events • Experience of budgeting • Fundraising knowledge 	<p>Training and Support:</p> <ul style="list-style-type: none"> • Potential opportunity to go to regional and national RAG events • Support through a mentoring system will be provided to help with your development
<p>Skills gained: 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 on 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 • Leadership skills - as chair you will learn how to lead a group of individuals • Financial Management - as finance rep you will learn skills around managing finances 	