

RAG Committee Application Pack



What is RAG?

RAG stands for 'Raise and Give' and that is exactly what we do. A Student Committee who spends time organising fundraising events and other activities to raise money for nominated Charities runs RAG. RAG supports students to fundraise for any registered charity of their choice as well as fundraising for their nominated charity. We also coordinate the Students' Union's efforts for national events like Red Nose Day and Children in Need.

The RAG committee is made up of the following positions: RAG Chair, RAG Vice Chair, RAG Events Coordinator, RAG Marketing and Online Coordinator, RAG Sports Rep and RAG Societies Rep.

Why get involved?

Do you want to come up with creative ideas? Help to plan and run events? Think you can encourage students to dig deep and give to Charities? Then apply to be a part of our RAG Committee and you could help to make a difference and be part of the transformation in student fundraising.

As you can see, there are a number of exciting roles available within the committee. As a member of the RAG committee, you will be part of a dynamic student led team that, through fundraising, can make a huge difference. You will also gain many transferable skills valued in the workplace. Finally, we hope you will have fun and value the experience of making a big difference to those in need.

"Working with RAG has given me opportunities that allowed me to work closely with a lot of students whilst raising awareness for a notable charity. It has enhanced my ability to work efficiently in a team and assist in running events smoothly. The overall experience has been extremely rewarding."

Maryam Ali, Vice Chair, 2017-18

Next Steps

This document is for you to use during the application process. It outlines the application process and explains what you can expect from us. As a democratic organisation, we always ensure everything we do is transparent and professional. For more information, contact the Student Groups Assistant on, hannah.heskin@worc.ac.uk

"RAG committee has given me the opportunity to engage in university life outside of lectures, develop new skills for my CV and give back to the wider community."

Meg Price, Sports Rep 2017-18

Application Process

Stage 1

Please fill out our RAG Committee Application Form:

<https://worcsu.wufoo.eu/forms/m1973qkg131vc7p/>

Please note: any applications received after the deadline date will not be considered and you must be available for all semesters of the academic year.

Stage 2

Your application will be reviewed by a panel of Union staff made up of a minimum of three of the following:

- The President or VP Student Activities
- The outgoing RAG Officer
- A member of appropriate Student Union Staff

Within five working days of the application deadline, you will have been notified if your application has been successful.

Stage 3

Successful candidates will be asked to attend an interview with the above panel. Candidates will then be informed of the outcome as soon as possible

"Being part of the RAG committee has allowed me to interact with more students and build my teamwork skills which is a crucial skill to enhance my CV. It has allowed me the opportunity to organise events and engage with charity organisations and so I was able to see the difference we could make as a committee, which proved very rewarding." **Isabelle, Events Coordinator**

Thank you for taking the time to complete this application process - Good Luck!

Role Descriptions

Role: RAG Chair	Student Led Service: Raise and Give
Duties & Responsibilities: <ul style="list-style-type: none"> • Be the first point of contact for RAG • Chair committee meetings and set the agenda • Lead the committee ensuring members are fulfilling their duties and responsibilities • Lead the rest of the RAG committee ensuring they are fulfilling their duties and responsibilities • Delegate responsibilities to committee members • Attend a fortnightly catch up with the Student Groups Assistant • Actively help organise RAG week and events in Welcome Week • Delegate tasks between relevant members • Liaising with VP Activities and relevant staff members • Work with Union staff to support individuals to fundraise • Attend all required training and Students' Union Meetings • Supporting the Students' Unions Visions, values and priority campaigns • Support all Societies and Clubs in the running of their fundraising events and activities • Adhere to WSU policies and procedures 	Time Commitment: Varying throughout the year with an average of 10 hours a week
	Responsible to: RAG Committee, VP Student Activities and students
	Ideal personal Qualities: <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 • Experience in fundraising
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. • To make sure events are well planned and be the face of RAG • Leading a team of volunteers 	Benefits: <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
Beneficial Previous Experience: <ul style="list-style-type: none"> • Experience of motivating • Experience in running and organising events • Fundraising knowledge 	Training and Support: <ul style="list-style-type: none"> • Potential opportunity to go to regional and national RAG events

	<ul style="list-style-type: none"> • 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 	

Role: RAG Vice Chair (Finance)	Student Led Service: Raise and Give
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Work with the Chair to lead the RAG committee ensuring they are fulfilling their duties and responsibilities • Take minutes at committee meetings and ensure that they are circulated to relevant people • Work with RAG committee members to provide budget forecasts for RAG and student group events • Administering the RAG finances in accordance with Students' Union procedures • Reporting to the committee on the finances. Including money raised and money left to spend. • Overseeing all money collected is paid into the correct account • Meet monthly with the Societies Rep and Sports Rep to review their progress. • Actively help organise RAG week and events in Welcome Week • Liaising with VP Activities and relevant staff members • Liaise with people running events to meet their needs • Act as Chair in their absence • Support all Societies and Clubs in the running of their fundraising events and activities • Attend all required training and Students' Union Meetings • Supporting the Students' Unions Visions, values and priority campaigns 	<p>Time Commitment: Varying throughout the year with an average of 10 hours a week</p>
	<p>Responsible to: RAG Chair and students</p>
	<p>Ideal personal Qualities:</p> <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

<ul style="list-style-type: none"> 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 Gain knowledge in finance forecasting and budget planning
<p>Opportunity:</p> <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. To make sure events are well planned and be the face of RAG Leading a team of volunteers 	<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>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 	

Role: Events Coordinator	Student Led Service: Raise and Give
Duties & Responsibilities: <ul style="list-style-type: none"> • Coordinate the organisation of a variety of events run by the RAG Committee • Coordinate the organisation of charitable collections run by the RAG Committee • Coordinate challenge opportunities for students, with support from Students' Union staff, as appropriate. • To support other volunteers and students to organise their own fundraising events • Delegating tasks between different team members for the running of events • Liaising with the Students' Union to organise events • Actively assist in the discussion of event ideas and help organise RAG week and events in Welcome Week • Attend all required training and Students' Union Meetings • Supporting the Students' Unions Visions, values and priority campaigns <p>Adhere to WSU policies and procedures</p>	Time Commitment: Varying throughout the year with an average of 2 - 5 hours a week Responsible to: RAG Chair, VP Student Activities and students Ideal personal 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
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. • To make sure events are well managed and all requirements for them are met 	Benefits: <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
Beneficial Previous Experience: <ul style="list-style-type: none"> • Experience of motivating • Experience in running and organising events • Fundraising knowledge 	Training and Support: <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

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:

- 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

Role: Marketing and Online Coordinator	Student Led Service: Raise and Give
Duties & Responsibilities: <ul style="list-style-type: none"> • Be responsible for the marketing and promotion of RAG activities, working with the Union's Marketing and Communications Team, when appropriate • Make sure all charitable events are promoted through the Facebook page and posters are created for big events such as RAG week • On days of events make sure students are aware that they are happening through online communications and other methods • Make sure students are kept informed about the RAG total fund raised • Support all Societies and Clubs in the running of their fundraising events and activities • Report back to the committee regularly on progress of events (before and after) • Actively help promote RAG week and events in Welcome Week • Attend all required training and Students' Union Meetings • Supporting the Students' Unions Visions, values and priority campaigns <p>Adhere to WSU policies and procedures</p>	Time Commitment: Varying throughout the year with an average of 2 - 5 hours a week Responsible to: RAG Chair and students Ideal personal Qualities: <ul style="list-style-type: none"> • Great organisational and good leadership skills • Good IT skills • Good communication skills • Knowledge of social media • Able to balance multiple projects at once • Experience in fundraising • Good communication skills to connect with all societies through social media

<p>Opportunity:</p> <ul style="list-style-type: none"> • A unique opportunity to be part of a new team that will be leading fundraising at the Student Union • Coordinate fundraising within societies and give advice • To be engaged with the Students' Union and the Student Movement as well as national student fundraising • A chance to promote RAG to all students and across the Worcester area 	<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
<p>Beneficial Previous Experience:</p> <ul style="list-style-type: none"> • Experience of motivating • Experience coordinating with different groups and make sure they been coherent • 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 	

<p>Role: Societies Rep</p>	<p>Student Led Service: Raise and Give</p>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Encourage Societies to organise their own fundraising events, in order to reach the RAG fundraising target for the academic year • Report back to the committee regularly on progress of events (before and after) • Make sure all committees are well assisted with Charity Events and are contacted at the start of each semester. • Support all Societies in the running of their fundraising events and activities 	<p>Time Commitment: Varying throughout the year with an average of 2 - 5 hours a week</p> <p>Responsible to: RAG Chair, VP Activities and students</p>

<ul style="list-style-type: none"> • Work to Raise the profile of RAG amongst Societies, Volunteering Groups and other Student Led Services • Actively help organise RAG week and events in Welcome Week within Sport Clubs • Attend all required training and Students' Union Meetings • Supporting the Students' Unions Visions, values and priority campaigns • Adhere to WSU policies and procedures 	<p>Ideal personal Qualities:</p> <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 • Experience with societies • Good communication skills to connect with all societies
<p>Opportunity:</p> <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. 	<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
<p>Beneficial Previous Experience:</p> <ul style="list-style-type: none"> • Experience of motivating • Experience coordinating with different groups and make sure they been coherent • 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 	

Role: Sports Rep	Student Led Service: Raise and Give
Duties & Responsibilities: <ul style="list-style-type: none"> • Support all Sports Clubs in the running of their fundraising events and activities • Encourage sports teams to organise their own fundraising events, in order to reach the RAG fundraising target for the academic year • Report back to the committee regularly on progress of events (before and after) • Make sure all committees are well assisted with Charity Events and are contacted at the start of each semester Work to raise the profile of RAG amongst Sports Clubs. • Actively help organise RAG week and events in Welcome Week within Sport Clubs • Attend all required training and Students' Union Meetings • 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 2 - 5 hours a week Responsible to: RAG Chair, VP Activities and students Ideal personal 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 • Good communication skills to connect with all societies
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 • 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
Beneficial Previous Experience: <ul style="list-style-type: none"> • Experience of motivating • Experience coordinating with different groups and make sure they have been coherent • Fundraising knowledge 	Training and Support: <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
Skills gained: Participating in this opportunity will enable you to develop and practice the following skills: <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