

# // Activities & Volunteering Officer

## // Opportunity Profile

### OVERVIEW OF ROLE

The Activities & Volunteering Officer is responsible for leading the development of sports clubs, societies, student media, volunteering programmes and student events & exhibitions. Bringing the fun! They champion extra curricular activity, liaising with students involved in activities ensuring that they have a voice and representation within the SU and the University.

As Activities & Volunteering Officer, you would be one of the Students' Union four Sabbatical Officers responsible for representing students at University of the Arts London and helping to initiate change within the University. The Sabbatical Officers head up the Union, acting as Trustees of the organisation and taking a lead on major campaigns, strategic developments, projects and events. You will act as an advocate of the Students' Union, supporting involved students, protecting student welfare, promoting student activities, and working to improve the student experience.

In addition to role specific responsibilities, Sabbatical Officers decide collectively who will lead on certain other projects and areas; i.e. – ethical & environmental work, sexual health awareness campaigns, work with Halls of Residence, large scale exhibitions, the Buddying scheme, Freshers' activities, SU Bars & online shop.

### Length of Opportunity

If elected you will hold the post from 15<sup>th</sup> July 2010 to 14<sup>th</sup> July 2011. Before this date, it is likely that you will work with current officers on some projects and you will be required to go through a period of 'handover'.

### The Working Week

You will be expected to work at least 37 hours a week including our core office hours of 10am – 5pm. There are a number of occasions when you will be required to work outside of these hours; meeting students, attending events or conferences. You will be entitled to take 25 days annual leave as well as bank holidays throughout the year.

### Location

Your usual place of work will be at the Universities Central Building in Holborn, Central London but you will frequently need to work at and attend events at all sites of the University. You will also be required to travel to a number of nationally organised training, conference and networking events across London & the UK.

### Money, Money, Money

The Activities & Volunteering Officer role is a full-time position for one year and attracts a living allowance of just over £21,600.

### What you will be doing

As Activities & Volunteering Officer you'd liaise regularly with relevant University staff, working to raise the profile and support of student activities at UAL. You'd encourage and support students to set up new groups, projects and events, and develop the Union's work on investing in Volunteers. Maintain relationships with relevant external organisations, extending the opportunities on offer to UAL students. Be involved with organising events such as Varsity, Sports & Societies Ball, Tours and trips.

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### **BENEFITS FOR YOU ...**

*"Becoming a Sabbatical Officer offers you opportunities and experience beyond any other graduate job. You have the chance to truly affect change, from a local level right up to national government. The training and initiatives you take part in will provide you with unparalleled CV-building potential, and enable you to grow as an individual whilst making a difference to the 20,000+ students at the University of the Arts London. You can be a part of building a better future for the most talented creative students in the world... and have a lot of fun along the way!" - Kit Friend, Campaigns & Communications Officer 2008-2010*

### **Skills and experience you will develop**

- Verbal Communication
- Teamwork
- Project Planning/Management
- Working independently
- Leadership
- Self-Management/Organisation
- Public Speaking
- Campaign Planning
- Charity Trustee
- Interpersonal Skills

### **Additional Skills and Development.**

Through this role, you will learn much about the Students' Union, the University the wider Student movement and the Higher Education Sector. You will get to know a large number of students and staff across the University and fellow officers at other institutions and nationally. You will get access to training and development programmes offered in house by the Students' Union and the University and also externally by the National Union of Students and other relevant organisations.

### **REQUIREMENTS / RESTRICTIONS ...**

No previous experience is required, but lots of enthusiasm and a willingness to learn are essential.

Due to the Trustee aspect of this opportunity and the nature of that role, you can not have been convicted of an offence involving deception or dishonesty (unless the conviction is spent) and you can not have a history of bankruptcy. Before the voting period starts you must hand in a signed 'TRUSTEE DECLARATION OF ELIGIBILITY' which can be found at [www.suarts.org/trusteedeclaration](http://www.suarts.org/trusteedeclaration)

To take on this role you must stand in an election against other potential candidates from across University of the Arts London. The winner of the post will be decided by a vote in which all UAL students are invited to take part. To stand in the election you must currently be a Full-Member of the Students' Union – i.e. a fully enrolled student at University of the Arts London. Unsure if that's you? ... see [www.suarts.org/fullmember](http://www.suarts.org/fullmember)

### **WANT MORE INFO?**

For an informal discussion about the role please feel free to contact James Burden, the current Activities & Volunteering Officer by email on [activities-volunteering@su.arts.ac.uk](mailto:activities-volunteering@su.arts.ac.uk) or Helen Gimber, the current President by email on [president@su.arts.ac.uk](mailto:president@su.arts.ac.uk). Or phone 020 7514 6270 and ask for either of them.

For more information about the elections process or if you have any special requirements that may need accommodating please contact Clare Adams, the Democracy Co-ordinator by email [democracy@su.arts.ac.uk](mailto:democracy@su.arts.ac.uk) or by phone 020 7514 6270.

### **NOMINATE YOURSELF ...**

For more information and to nominate yourself please go to [www.suarts.org/elections](http://www.suarts.org/elections). Nominations deadline is 12noon on Monday 15<sup>th</sup> February 2010