

SSC Charities Officer (Charities Campaign)

April - March, Part-Time, Voluntary

Aim

The role is to chair, coordinate and oversee the running of the University Charities Campaign.

Key responsibilities

What you will be doing

- Raise awareness of the student body's three nominated charities
- Ensure the Charities Campaign raises as much money as possible for charity
- Sit on the Student Services Council
- Chair the Charities Campaign Executive Committee and Charities Campaign Public meetings
- Be an active member of the Charities Campaign Admin Team, Events Team, Race2 Committee and RAG Committee

How you will be doing it

- Offer advice, guidance and support to all the different branches of the Charities Campaign
- Support individual fundraisers, halls and societies to raise money for other charitable causes
- Work with subcommittees to arrange a wide variety of events and programs
- Liaise with Association staff, societies, subcommittees and sports teams, the Director of Student Development and Activities and other elected officers
- Work with external representatives from charities across the world, especially the representatives from the student body's three nominated charities

Useful skills or characteristics

- Have an interest in charities and campaigning
- Excellent organisational skills and effective time management
- Be creative and adaptable, able to alter plans at the last minute
- Ability to deal with stress
- Good communication skills and a desire to meet lots of people

Benefits

- Improve skills in written communication
- Gain team management skills
- Great experience for your CV
- Opportunities to meet a wide number of students
- Gain experience working in the third sector

Expected time commitment

On average, you will spend at least 10 hours a week on this role. It is a flexible and varied role, which you should be able to fit around other commitments.

Further questions

Please email the current holder of this post if you have any questions about this role.