

Volunteering Officer (SVS)

April - March, Part-Time, Voluntary

Aim

The role is to encourage and facilitate students to take up volunteering opportunities in and around St Andrews

Key responsibilities

What you will be doing:

- Have special responsibility for the SSC Volunteering Committee (SVS)
- Create a goal-list at the beginning of the semester, implement strategies and coordinate with members of the team and outside parties
- Organize events and promotional activities during Fresher's and Re-Fresher's Fayre
- Supervise the stand during these activities
- Supervise the process in which project leaders assign volunteers to local projects in and around St Andrews
- Organize and host one volunteering training session prior to the official launch of the volunteering projects
- Be a source of information about SVS and volunteering opportunities available
- Enable students to engage with the wider community
- Sit on the Student Services Council
- Chair the SSC Volunteering meetings
- Have office hours twice a week to be split between the convenor and the treasurer
- Encourage students to get involved with volunteering
- Co-organize Give Back Weekend
- Promote SVS through the Students Association
- Ensure SVS is effectively managed
- Review and update the SVS volunteer handbook when required

- Liaise with the Director of Student Development and Activities and other elected officers
- Attend SSC and Volunteering meetings

Useful skills or characteristics

- An interest in volunteering
- Great Communication Skills
- Team Work
- Creativity and Managerial skills
- Have a wide outreach with the student body
- Be adaptable and communicative
- Have good organisational skills

Skills you can expect to learn/develop

- Improve support and advice for students wishing to volunteer
- Develop your communication and liaison skills
- Gain experience working in the third sector
- Email

Expected time commitment

On average, you will spend around 5 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.