

Events and Activities Officer

Term of Office: 1 academic year

Responsible to: Student Participation Officers



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- **Plan a range of events throughout the year (open days, party, gigs, fundraisers etc.)**
 - **Help the other Students' Union members to organise events for their roles**
 - **Organise a charity fundraising week**
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Key Responsibilities

- To organise and attend a range of event and activities, big and small, for all students.
- To support fellow Officers in creating activities, events and campaigns they may wish to organise.
- Arrange a range of events and activities to raise money for the Students' Unions designated charity
- Organise a charity fundraising week
- Actively market the Student Union and its activities, liaising between the needs of the officers and the marketing department at college.
- To actively promote events and activities on Social Media.

In addition, the following general responsibilities as an Officer are;

- Attend termly Student Union meetings (alternate campuses)
- Be an active presence in the Student Union.
- Commit to at least 1 hour a week doing SU duties.
- Represent the views of the student body to the College.
- Support the other Student Officers in their work.
- Encourage wider participation in the Students' Union.
- To abide by the Union constitution, policies and procedures at all times.
- All officers are expected to contribute to larger projects such as elections, parties and campaigns

What you will get from us

- Something AMAZING to write on your CV or UCAS application
- Volunteering/Work Experience Hours
- A unique branded Student Union hoodie
- Certificate
- Training Opportunities
- Opportunity to meet other students, be part of a team and make a difference
- Lots of FUN!