

CHAIRPERSON

Role Description	Personal Specification
<p>Purpose: To be an active member of the SVB Committee. Chair and help organise SVB meetings. Promote SVB.</p> <p>Responsibilities: Checking important documents sent out by the Secretary. Encouraging all members to participate fully during meetings. Ensure all have an equal opportunity to speak. Ensure that everyone knows the implications of important committee decisions. Sign off each page of meeting minutes as being a true and accurate reflection of that meeting's proceedings. To abide by SVB policies and procedures.</p> <p>Responsible to: To fellow committee members, the Student Volunteering Manager and the Charity Commission.</p> <p>Tasks: <i>Annually:</i> Chair the SVB AGM. Attend Committee Training. <i>Monthly:</i> Chair SVB meetings. Check agenda and decide on time allocations to ensure meeting keeps to schedule. Ensure the welfare of the Committee. Attend and report on SVB's work to the SU council. <i>Weekly:</i> Check committee position emails and pigeonhole.</p>	<p>Essential: Good communication skills. Tolerant and respectful of others' views. Organised and punctual.</p> <p>Desirable: Knowledge of SVB, its policies, procedures and projects. Good networking skills.</p>
	Other Relevant Information
	<p>Out-of-pocket expenses: All legitimate and reasonable expenses, authorised by the Student Volunteering Manager, will be paid for by SVB.</p> <p>Position opportunities: Attend training events, relevant conferences. To be a trustee of a registered charity.</p> <p>Estimated time commitment: 3 hours a week.</p> <p>Term of the role: 12 months from April to March.</p>

COMMUNICATIONS OFFICER

Role Description	Personal Specification
<p>Purpose: To be an active member of the SVB Committee. To ensure that there is effective communication between the SVB Committee and student volunteers.</p> <p>Responsibilities: To regularly communicate the announcements of committee members to student volunteers. To assist the Publicity Officer with the production and distribution of the SVB Newsletter. To assist the Student Volunteering Manager with the development and maintenance of the SVB website. To abide by SVB policies and procedures.</p> <p>Responsible to: To fellow committee members, the Student Volunteering Manager and the Charity Commission.</p> <p>Tasks: <i>Annually:</i> Present a report of year's work to the SVB AGM. Attend Committee Training. <i>Monthly:</i> Present a report of month's work to SVB Committee Meetings. <i>Weekly:</i> Check committee position emails and pigeonhole. Other tasks as delegated by the SVB Committee</p>	<p>Essential: Good communications skills. Tolerant and respectful of other people's views. Ability to use Microsoft Office and email software.</p> <p>Desirable: Knowledge of SVB and its policies and procedures.</p>
	Other Relevant Information
	<p>Out-of-pocket expenses: All legitimate and reasonable expenses, authorised by the Student Volunteering Manager, will be paid for by SVB.</p> <p>Position opportunities: Attend training events, relevant conferences. To be a trustee of a registered charity.</p> <p>Estimated time commitment: 3 hours a week.</p> <p>Term of the role: 12 months from April to March.</p>

FUNDRAISING OFFICER

Role Description	Personal Specification
<p>Purpose: To be an active member of the SVB Committee. To research funding opportunities and organise fundraising events.</p> <p>Responsibilities: Organising and co-ordinating the work of a fundraising group. Plan and co-ordinate fundraising events. Research and complete relevant funding applications. To abide by SVB policies and procedures.</p> <p>Responsible to: To fellow committee members, the Student Volunteering Manager and the Charity Commission.</p> <p>Tasks: <i>Annually:</i> Present a report of year's work to the SVB AGM. Attend Committee Training. <i>Monthly:</i> Present a report of month's work to SVB Committee Meetings. <i>Weekly:</i> Check committee position emails and pigeonhole. Other tasks as delegated by the SVB Committee.</p>	<p>Essential: Basic numeracy skills. Good communication skills. Organised and punctual.</p> <p>Desirable: Knowledge of SVB and its policies and procedures. Experience of organising fundraising events.</p>
	Other Relevant Information
	<p>Out-of-pocket expenses: All legitimate and reasonable expenses, authorised by the Student Volunteering Manager, will be paid for by SVB.</p> <p>Position opportunities: Attend training events, relevant conferences and be a trustee of a registered charity.</p> <p>Estimated time commitment: 3 hours a week.</p> <p>Term of the role: 12 months from April to March.</p>

PUBLICITY OFFICER

Role Description	Personal Specification
<p>Purpose: To be an active member of the SVB Committee. To promote SVB to students, the University and the general public through the use of appropriate media.</p> <p>Responsibilities: Producing various publicity materials including posters, leaflets etc. throughout the academic year. To produce a regular newsletter promoting the work of SVB. To organise and co-ordinate the work of a publicity group. To abide by SVB policies and procedures.</p> <p>Responsible to: To fellow committee members, the Student Volunteering Manager and the Charity Commission.</p> <p>Tasks: <i>Annually:</i> Present a report of year's work to the SVB AGM. Attend Committee Training. <i>Monthly:</i> Present a report of month's work to SVB Committee Meetings. Produce a Newsletter. <i>Weekly:</i> Check committee position emails and pigeonhole. Other tasks as delegated by the SVB Committee.</p>	<p>Essential: Good communication and organisational skill. Be creative and imaginative.</p> <p>Desirable: Knowledge of SVB. Previous experience of publicising events and producing publicity materials. Knowledge of computer publishing packages from Corel and Adobe.</p>
	Other Relevant Information
	<p>Out-of-pocket expenses: All legitimate and reasonable expenses, authorised by the Student Volunteering Manager, will be paid for by SVB.</p> <p>Position opportunities: Attend training events, relevant conferences and be a trustee of a registered charity.</p> <p>Estimated time commitment: 3 hours a week.</p> <p>Term of the role: 12 months from April to March.</p>

PROJECT LINK

Role Description	Personal Specification
<p>Purpose: To be an active member of the SVB Committee. To act as a communication link between the Committee and Projects.</p> <p>Responsibilities: To Ensure that all Projects are aware of the work of the SVB Committee and that volunteers are able to make their views known to the Committee. To attend relevant Project Co-ordinators meetings. To abide by SVB policies and procedures.</p> <p>Responsible to: To fellow committee members, the Student Volunteering Manager and the Charity Commission.</p> <p>Tasks: <i>Annually:</i> Present a report of year's work to the SVB AGM. Attend Committee Training and Project Co-ordinators Training. <i>Monthly:</i> Present a report of month's work to SVB Committee Meetings. Meet with Project Co-ordinators. <i>Weekly:</i> Check committee position emails and pigeonhole. Other tasks as delegated by the SVB Committee.</p>	<p>Essential: Have volunteering experience on at least one of SVB's projects. Good communication and listening skills. Tolerant and respectful of others' views.</p> <p>Desirable: Knowledge of SVB and its projects.</p>
	Other Relevant Information
	<p>Out-of-pocket expenses: All legitimate and reasonable expenses, authorised by the Student Volunteering Manager, will be paid for by SVB.</p> <p>Position opportunities: Attend training events, relevant conferences and be a trustee of a registered charity.</p> <p>Estimated time commitment: 3 hours a week.</p> <p>Term of the role: 12 months from April to March.</p>

NETWORK LINK

Role Description	Personal Specification
<p>Purpose: To be an active member of the SVB Committee. To liaise with other student volunteering groups to share information, examples of best practice and encourage networking. To present this information to the SVB Committee in order to generate new ideas and improve existing projects.</p> <p>Responsibilities: Build and maintain communication links between SVB and other student volunteering groups. To attend relevant networking meetings. To abide by SVB policies and procedures.</p> <p>Responsible to: To fellow committee members, the Student Volunteering Manager and the Charity Commission.</p> <p>Tasks: <i>Annually:</i> Present a report of year's work to the SVB AGM. Attend Committee Training. <i>Monthly:</i> Present a report of month's work to SVB Committee Meetings. Attend Student Volunteering Network Meetings. <i>Weekly:</i> Check committee position emails and pigeonhole. Other tasks as delegated by the SVB Committee.</p>	<p>Essential: Willingness to travel. Good communication and organisational skills. Tolerant and respectful of other people's views. Being punctual to networking meetings.</p> <p>Desirable: Knowledge of SVB. Knowledge of the Welsh language.</p>
	Other Relevant Information
	<p>Out-of-pocket expenses: All legitimate and reasonable expenses, authorised by the Student Volunteering Manager, will be paid for by SVB.</p> <p>Position opportunities: Attend training events, relevant conferences and be a trustee of a registered charity.</p> <p>Estimated time commitment: 3 hours a week.</p> <p>Term of the role: 12 months from April to March.</p>

SOCIAL SECRETARY

Role Description	Personal Specification
<p>Purpose: To be an active member of the SVB Committee. To organise social events for member of SVB in order to encourage networking between projects and enjoyment of volunteering.</p> <p>Responsibilities: To organise and co-ordinate social events throughout the academic year. To organise and co-ordinate the work of a social events group if required. To abide by SVB policies and procedures.</p> <p>Responsible to: To fellow committee members, the Student Volunteering Manager and the Charity Commission.</p> <p>Tasks: <i>Annually:</i> Present a report of year's work to the SVB AGM. Attend Committee Training. <i>Monthly:</i> Present a report of month's work to SVB Committee Meetings. <i>Weekly:</i> Check committee position emails and pigeonhole. Other tasks as delegated by the SVB Committee.</p>	<p>Essential: Be sociable and outgoing with good communication and organisational skill. Be creative and imaginative.</p> <p>Desirable: Knowledge of SVB and previous experience of organising social events.</p>
	Other Relevant Information
	<p>Out-of-pocket expenses: All legitimate and reasonable expenses, authorised by the Student Volunteering Manager, will be paid for by SVB.</p> <p>Position opportunities: Attend training events, relevant conferences and be a trustee of a registered charity.</p> <p>Estimated time commitment: 3 hours a week.</p> <p>Term of the role: 12 months from April to March.</p>