



'Student Volunteering Network' National Committee Roles & Responsibilities 2015-2016

*The 'Student Volunteering Network' National Committee next year will
comprise of the following positions:*

- Chair
- Vice Chair
- Communications and Social Media Officer
- Network Development Officers (two positions available)
- Policy and Best Practice Officer
- Website Development Officer
- FE Development Officer

Nominate yourself today!

Are you passionate about student volunteering? Would you like to raise the profile of student volunteering in HE and FE institutions on a national basis? Would you like to see better support for the staff practitioners of student volunteering?

New and old members are encouraged to apply; we would like to see a mix of experience, passion and enthusiasm on the committee to help make it the best year yet.

Please check out the role descriptions and nominate yourself today!

Many thanks,
Ruth Whincup
SVN Chair.

Role Description:

Committee Chair

Aim

To ensure the smooth running of the 'Student Volunteering Network' National Committee and to act as the main spokesperson for the organisation and its members.

Main tasks:

- Speak on behalf of the Network, promote and champion student volunteering in the wider volunteering landscape.
- Lead on the National Student Volunteering Conference.
- Oversee the finances of Student Volunteering Network.
- Support the committee (as a whole and individual members) to bring about the desired aims and objectives of 'Student Volunteering Network'.
Supporting the committee to;
 - Increase membership and enhance membership experience from HE and FE institutions.
 - Regularly communicate to its members via newsletters, social media and the website.
 - Develop national partnerships with key stakeholders. To aid collaboration on projects, research, policy, funding, and other opportunities that further the interest of Student Volunteering Network and its members.
 - Develop national student volunteering policy, in consultation with and for the benefit of our members.
 - Ensure the voice of the network is heard and oversee consultation with the network on policy and strategy impacting student volunteering.
 - Ensure IT solutions are fit for purpose.
 - Lead on national and regional volunteering events such as Student Volunteering Week..
- Work with the volunteer development agencies for England, Scotland, Wales and Northern Ireland, to ensure representation of its members to the wider voluntary sector is as effective as possible.
- Maintain relationships with the NUS and Student Hubs' Student Volunteering Representatives.
- Delegate relevant tasks and actions to committee members as appropriate
- Take on any other responsibilities as required by the Student Volunteering Network Committee.

Role Description:

Committee Vice Chair

Aim:

To increase the membership of the network, whilst also developing and maintaining partnerships with national stakeholders; creating opportunities for research, policy, funding and etc that further the interest of Student Volunteering Network and its members.

Main tasks:

- Lead and implement the key strategies to increase the levels of membership of Student Volunteering Network.
- Organise meetings and develop and maintain partnerships in collaboration with the Chair, with key bodies such as HEFCE, Association of Volunteer Managers, England Volunteering Development Council and the National Co-ordinating Centre for Public Engagement. Representing Student Volunteering Network and the views of its members.
- Create opportunities and lead where necessary on collaborative projects, research, policy, funding, and other opportunities that further the interest of Student Volunteering Network and its members.
- Work in collaboration with other members of the committee to help support your objectives.
- To take on any other tasks as required by the Student Volunteering Network committee
- To play an active role on the Student Volunteering Network Committee
- Contribute to the organisation of the 'National Student Volunteering' conference

Role Description:

Communications and Social Media Officer

Aim:

To raise the profile of 'Student Volunteering Network' on a national level whilst ensuring SVN members are kept updated with the actions of the national committee and are aware how they can feed into the decision making.

Main tasks:

- To manage the Twitter pages of 'Student Volunteering Network' on a weekly basis
- To create a monthly newsletter to our members with updates from the committee and from across the sector.
- To support national campaigns such as Student Volunteering Week.
- Lead on the communications for the National Student Volunteering Conference.
- Follow up the discussions of members on the 'Student Volunteering Network' mail base, collate responses and resources and add to the website to show best practice.
- Ensure committee members have updated their pages with up to date information for members
- Advise the committee of potential IT solutions that better support the committee and its members.
- Coordinate members to write and submit topical blog post
- To take on any other tasks as required by the 'Student Volunteering Network' committee
- To play an active role on the Student Volunteering Network Committee
- Contribute to the organisation of the 'National Student Volunteering' Conference

Role Description:

Network Development Officers

(Two Positions available)

Aim:

Enhance membership experience through supporting the regional representatives of the 'Student volunteering Network'. Promote the work of the regions and ensure that their voices are heard on a national level.

Main tasks

- Welcome new members to the network via email, Linked in and Twitter.
- Introduce any new members to their regional rep and outline the support offered to them.
- Administer the Student Volunteering Network mail base and maintain an up to date list of members.
- Organise quarterly team conference calls with all regional reps, offering support, guidance and sharing news, best practice etc. Feed back to the committee.
- Organise 121 catch ups with regional reps on a quarterly basis. (Either in person, over the phone or through Google hangouts).
- Share between Network officers to write a monthly update in the Newsletter.
- With the consent of the regions, feedback minutes and reports from the regional meetings to Student Volunteering Network national committee
- Update and maintain the Network pages on the website.
- To take on any other tasks as required by the Student Volunteering Network committee
- To play an active role on the Student Volunteering Network Committee
- Contribute to the organisation of the 'National Student Volunteering' Conference.

Role Description:

FE Development officer

Aim:

To support and promote the 'Student Volunteering Network' membership and its benefits to FE workers across the UK and to ensure the voice and needs of FE workers are met by the National Committee.

Main Tasks

- To recruit FE members.
- To be the first point of call for FE workers in the UK
- To represent and promote the needs of FE workers who are members of the 'Student Volunteering Network' membership
- Champion collaborative work between FE and HE institutions.
- To keep FE members up to date with current developments affecting student volunteering through the monthly newsletter, twitter, and the website.
- Update and maintain the FE pages of the website.
- To take on any other tasks as required by the Student Volunteering Network committee
- To play an active role on the Student Volunteering Network Committee
- Contribute to the organisation of the 'National Student Volunteering' Conference.

Role Description:

Policy & Best Practice Officer

Aims:

To provide support to HE and FE volunteer departments, in relation to issues regarding best practice and policy making. Furthermore, to lead on updating and informing the network of any changes or updates in policies or best practice protocols through a variety of channels. Proactively influencing the development of policies and best practice adherence within the network.

- Creating student volunteering policies, in collaboration with the committee and the network, that help support members in their roles.
- Advising network members on best practice or policy related concerns or enquires
- Developing a good practice bank and ensuring information is current and updated as required
- To create a charter/constitution for the student volunteering network
- To create or Maintain partnership with best practice governing bodies including NCVO, Volunteer now and other related bodies
- Follow developments in national policies relevant to student volunteers (eg: Disclosure and Baring Service, HEAR etc).
- Lead on the governance and democracy of SVN; ensure that the Student Volunteering Network committee acts in accordance with the Terms of Reference and lead on amending these as necessary, driving forward appropriate change to support the aims and objectives of Student Volunteering Network and its members.
- Lead on ensuring SVN follow best practice in regards to its financial procedures and other necessary areas
- Updating the network members via e-newsletters of any changes and development within the student volunteering or key elements in the voluntary sector
- Liaise with the website development officer, to upload regular information for 'the policy and research 'section on the SVN website on a monthly basis.
- Consult the members on policy and strategy (through creating appropriate survey's etc).
- To take on any other tasks as required by the 'Student Volunteering Network' committee
- Contribute to the organisation of the 'National Student Volunteering' conference

Role Description:

Website Development Officer

Aim:

To support the redevelopment and maintenance of the Student Volunteering Network's website. To implement change and build new pages on the website, to ensure that its functional and beneficial for the members.

Main Tasks:

- To led on the content strategy for the website
- To revamp and redesign the Student Volunteering Network website including the layout, design and content
- To support and maintain the 'Student Volunteering Network' Website www.studentvolunteeringnetwork.org and ensure that it is kept up to date with relevant news and resources on a monthly basis
- Increase the content of the news and resource library on the website
- Researching, collating and writing content on the website as necessary
- Liaise with social media and communication officers
- Upload the members blogs onto the website
- To play an active role on the Student Volunteering Network Committee
- Contribute to the organisation of the 'National Student Volunteering' Conference.

Election Dates 2015

Nominations open: 2nd July

Nominations close: 17th July

Voting opens: 20th July

Voting closes: 23rd July

Results Announced: 24th July

Handover commences: 27th July