

# City Students' Union

## Opportunity Profile

This opportunity profile is designed to give you an idea of what your position with the organisation will involve. It highlights the commitments, skills and benefits you can expect taking up the role.

### Role: Raising & Giving Officer

**Department:** Student Voice & Democracy

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**Opportunity:** To provide student leadership for fund raising activities by students through the Students' Union.

**Benefits:** Training & development, skills development, some expenses, positive and creative working environment, teamwork

**Duties and Responsibilities:** To lead on the Union's Raising & Giving (RAG) activities, in conjunction with the VP Activities and Development; To recruit chair the Students' Union RAG Team; To engage students and societies in the RAG activities of the Union; To work with the RAG team, VP Activities & Development, Societies and other interested stakeholders to create and support events and activities to maximise the amount of money raised for Charities; To identify in association with the VP Activities, Executive Committee and RAG Team, appropriate Charities for RAG activities; To be an advocate for disabled students in giving effect to change within the University and beyond; Through the VP Activities to report on the work of the RAG team to the Trustee board. To take advantage of development opportunities offered through the role

**Training and Support:** The post holder will benefit with ongoing training through the year. The post is fully supported by professional staff within the Students' Union.

### Skills gained:

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|---|---|--|
| <input checked="" type="checkbox"/> Written Communication | <input type="checkbox"/> Financial management           | <input checked="" type="checkbox"/> Cultural awareness |
| <input checked="" type="checkbox"/> Teamwork              | <input checked="" type="checkbox"/> Citizenship         | <input type="checkbox"/> Numeracy                      |
| <input checked="" type="checkbox"/> Organisational skills | <input checked="" type="checkbox"/> Decision making     | <input checked="" type="checkbox"/> Networking         |
| <input checked="" type="checkbox"/> Verbal Communication  | <input checked="" type="checkbox"/> IT skills           | <input checked="" type="checkbox"/> Creativity         |
| <input checked="" type="checkbox"/> Time management       | <input checked="" type="checkbox"/> Community awareness | <input type="checkbox"/> Environmental awareness       |
| <input type="checkbox"/> Marketing                        | <input checked="" type="checkbox"/> Problem solving     | <input checked="" type="checkbox"/> Project management |
| <input checked="" type="checkbox"/> Delegation            | <input checked="" type="checkbox"/> Leadership          | <input checked="" type="checkbox"/> Learn a new skill  |

**Time commitment:** As the position is voluntary, we recognise that this position is held by students alongside their studies and make allowance for this. We would recommend allowing at least 2 hours a week plus time at meetings. There is administrative and Sabbatical help and support for all elected students to enable them to carry out their role effectively. The Post's term is 12 months from July 2017.

**Qualifications/ Experience Required:** Any student registered for academic year 2017-18 can stand for this post.

**Method of appointment:** Election

**Venue:** Various

**Operates alongside:** SU Full Time and Part Time Officers, Students' Union Staff, University Staff.

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**For further information contact:**

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