

## Bath Spa Students' Union Role Profiles

The following will give you an oversight into roles available at the Students' Union, the skills you will need and can develop as well as the support available to you.

### Role Title: Welcome Week Volunteer

#### Role Description

A Welcome Week Volunteer is at-hand throughout many of the events that take place during Welcome Week, in order to ensure that new and returning students alike are having a great introduction to the academic year. The role is varied, but ultimately requires someone with a genuine care for helping other people, as well as someone keen to represent Bath Spa's Students' Union in the best possible light.

#### Main Duties & Responsibilities

- To aid SU staff in the delivery of Welcome Week events.
- Engaging with students at various events, giving them correct information.
- Ensuring students are aware of the many events going on in the SU.
- Aiding in the transition to higher education by offering advice and knowledge from your own experiences as a student.

#### General tasks and Responsibilities

- Signposting the various services around campus, ensuring all students are aware of the resources they can access.
- Answering questions surrounding university life, living in Bath, and drawing upon personal experience to offer the best advice to concerned students.
- Helping in the general running of events, including operating ticket sales on the door, assisting in set-up or being a runner where required.

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<b>Role: Welcome Week Volunteer</b>						
<b>Department: Students' Union</b>						
<b>Time Commitment: 5-10 hours, spread out over a ten day period. (Shifts are easily negotiable.)</b>						
<b>Location Bath Spa University Newton Park/Sion Hill/Locksbrook Campuses</b>						
<b>Supported by: Georgina Brown (Student Opportunities &amp; Skills Coordinator) Matthew Thorpe-Coles (Welcome Week Coordinator)</b>						
<b>Skills Required for Role</b>						
Written Communication		Planning		Leadership		Time Management
					X	
Verbal Communication	X	People Management		I.T		Administration
						Project Management
Decision Making		Active Listening	X	Problem Solving and Adaptability		Relationship Building
					X	Prioritisation
<b>Training and Support</b>				<b>How To Apply</b>		
Training sessions will be provided in the lead up to Welcome Week.				Email <a href="mailto:m.coles@bathspa.ac.uk">m.coles@bathspa.ac.uk</a> to register your interest and be added to our list of volunteers.		
<b>Skills Developed</b>						
Written Communication		Planning		Leadership		Time Management
						X
Verbal Communication	X	People Management		I.T		Administration
						Project Management
Decision Making		Active Listening	X	Problem Solving and Adaptability		Relationship Building
					X	Prioritisation
						X
<b>Contact</b>				<b>Further Information</b>		
For further information please contact: su-welcomeweek@bathspa.ac.uk OR <a href="mailto:su-opportunities@bathspa.ac.uk">su-opportunities@bathspa.ac.uk</a>						