

# Warwick Volunteers



## Warwick Volunteers Student Executive Committee

The Warwick Volunteers Student Exec Committee are a group of 6 individuals that closely collaborate to represent students in the volunteering space. The entire committee share a strong passion for volunteering and seek to share this with everyone involved with or potentially interested in volunteering. They work in tandem with the Warwick Volunteers Staff and Project Leaders for our 60+ projects, as well as with members of the community and University staff members from: Widening Participation, Student Opportunity and beyond.

## Events and Socials Officer

The Events and Socials Officer will have a range of responsibilities. In addition to working closely with the Publicity Officer in planning events throughout the term, it requires working alongside staff members to support key events such as Welcome Week and Volunteering Fair. Apart from that, other duties will include participating in WV strategy, supporting other Exec members in their roles, and communicating with Project Leaders to keep them informed on forthcoming events. With the current uncertainty, flexibility is essential to adjust events according to the latest regulations. There is also freedom in exercising any further ideas and initiatives, such as joint events with other projects or societies, exec meetings, and more.

This year we recruited two Project Leaders to join the Events team due to the cancellation of certain projects due to the pandemic. They provided support in terms of planning and handling the logistics of the events. This is optional, but you may consider this if you find it difficult to juggle your responsibilities.

## Roles and Responsibilities

- Organises and comes up with ideas of a variety of social events throughout Term 1 and Term 2 and works with the Publicity Officer to promote to Warwick Volunteer Members
- Works with the staff team for planning and logistics of Key Warwick Volunteers events such as Welcome Week, Volunteering Fair, Student Volunteering Week and the summer 'Thank You' event
- Engage with WV Strategy in collaboration with staff members regarding assigned initiatives, which will be implemented through our 5-year plan
- Maintaining close communication with the staff members (particularly the Events and Communications Coordinator)
- Creates and maintains relationships with different departments, SU Clubs and Societies to encourage joint social activities.

## Role Suitability

- *A passion and love for volunteering above all else!*
- *Planning and organisational skills* – you will be handling the execution of events, so prior experience is recommended
- *Teamwork & communication* – working closely with exec and staff members mean that you will need tight communication and co-ordination

- *Creativity and initiative* – the ability to come up with different events and ideas to encourage volunteering
- *Agility* – in the wake of COVID, volunteering has taken a new dynamic shape, which any exec member must adapt to.

### **Time Commitment**

Some periods will be busier than others, particularly prior the start of the academic year. Your workload will mainly depend on how many events you want to organise, which is up to your discretion. You will also be expected to attend meetings with both the Exec and staff members on a regular basis.

### **Support**

You will always have the support of the WV staff in many administrative tasks; do not hesitate to ask! Knowing the staff and what their role is helps. As part of the exec, you will work together closely on many projects, and this too will form a mutual support system you can rely on.