

# 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.

## Publicity Officer

The Publicity Officer promotes Warwick Volunteers on a range of platforms, online and offline. There is freedom to seek out opportunities, events, and celebrations to advertise and communicate with our subscribers. You will work closely with the WV staff, especially the Events and Communications Coordinator to implement a range of strategies to advertise Warwick Volunteers. Collecting material such as photos and video content is also an important part of the role. There is room to be creative and innovative!

As a member of the student Exec, you will also help in bigger projects for Warwick Volunteers. Exec can be counted on to help at events and socials as well as attend exec meetings. You will also be able to input into the long-term WV Strategy, where you can help implement ideas which will benefit the programme for years to come!

## Roles and Responsibilities

- Expectations
  - Identify opportunities and events to celebrate and share the achievements of Warwick Volunteers
  - Produce creative promotional material
  - **Contribute to the communications plan and help to promote key messages, such as relevant awareness days, throughout the year.**
  - Create and maintain relationships with student media and outreach officers for SU clubs and societies, to raise awareness of Warwick Volunteers.
  - Work closely with the WV team to update social media accounts
  - Organise the logistics of capturing new photos and video footage to be used for promotional purposes both internally and externally.
  - Make sure all communications from the exec team are promoted to Warwick Volunteers Members.
  - Respond to queries from students about volunteering via social media or refers onto staff team where appropriate
- Opportunities
  - Reach out to societies and clubs to promote club volunteering projects
  - Look at new platforms to promote the organisations on

## Role Suitability

- *A passion and love for volunteering above all else!*

- *Creativity and innovation* - thinking of new ways to promote WV and producing new content
- *Teamwork* - working closely with the exec, WV staff and project leaders
- *Self-management* – planning recruitment activity and staying on top of updating social media on a regular basis
- *Integrity* - producing professional material and communicating to stakeholders in a suitable manner

### **Time Commitment**

You will need to dedicate a weekly slot of time to keeping the social media channels up to date as well as additional tasks such as collecting promotional material, attending meetings, or working on bigger projects. The time commitment is manageable as long as you are organised and adaptable! Every week is different.

### **Support**

You will mostly work with the Events and Communications Coordinator who will support you with anything, but the whole WV Team is there to help you! As an exec, you will work on projects as a team, so you always have a bunch of friendly faces to rely on for support!