

**Role:** Head of RAG

**Department:** Union of Students

**Duties & Responsibilities:**

- Chair weekly committee meetings and set the agenda.
- Lead the rest of the RAG committee ensuring they are fulfilling their duties and responsibilities.
- Attend a monthly catch up with the Student Led Services Coordinator.
- Meet bi-weekly with the committee to review their progress.

**Time Commitment:**  
Varying throughout the year with an average of 10 - 15 hours a week

**Responsible to:**  
VP Activities and students

**Ideal personal Qualities:**

- Driven and motivated
- Being able to motivate others
- Good leadership skills
- Good communication skills
- Able to balance multiple projects at once

**Opportunity:**

- A unique opportunity to be part of the team that leads charitable fundraising at UDSU.
- Leading a team of volunteers
- To be engaged with the Union of Students and the Student Movement as well as national student fundraising.

**Benefits:**

- Gain a wide range of practical skills that will make you more employable
- Practical experience of leading a team and report writing
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

**Beneficial Previous Experience:**

- Experience of motivating and leading a team
- Experience in running and organising events
- Fundraising knowledge

**Training and Support:**

- You will have access to a wide range of training by the Union including training conference and multiple skills based workshops
- Opportunity to go to regional and national RAG events

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked \*)

- \* **Written Communication**
- \* **Verbal Communication**
- \* **Delegation**
- \* **Decision Making**
- \* **People Management**
- \* **Negotiation**

- \* **Teamwork**
- \* **Time Management**
- \* **Financial Management**
- I.T.**
- \* **Organisation / Planning**
- Marketing**

**Role:** Deputy Head of RAG

**Department:** Union of Students

**Duties & Responsibilities:**

- Supporting the RAG chair and acting as chair in their absence
- Take minutes at committee meetings and ensure that they are circulated to relevant people
- Responsible for replying to e-mails in the central RAG account on a day to day basis.

**Time Commitment:**  
Varying throughout the year with an average of 5 - 10 hours a week

**Responsible to:**  
RAG Chair, VP Activities and students

**Ideal personal Qualities:**

- Great organisational skills
- Driven and motivated
- Being able to motivate others
- Good leadership skills
- Good communication skills
- Able to balance multiple projects at once

**Opportunity:**

- A unique opportunity to be part of the team that leads charitable fundraising at the Union.
- Organise the year of fundraising at the Union of Students
- To be engaged with the Union of Students and the Student Movement as well as national student fundraising.

**Benefits:**

- Gain a wide range of practical skills that will make you more employable
- Practical experience of leading a team and report writing
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

**Beneficial Previous Experience:**

- Experience of motivating
- Experience in running and organising events
- Fundraising knowledge

**Training and Support:**

- You will have access to a wide range of training by the Union including training conference and multiple skills based workshops
- Opportunity to go to regional and national RAG events

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked \*)

- \* **Written Communication**
- \* **Verbal Communication**
- \* **Delegation**
- \* **Decision Making**
- \* **People Management**
- \* **Negotiation**

- \* **Teamwork**
- \* **Time Management**
- \* **Financial Management**
- I.T.**
- \* **Organisation / Planning**
- Marketing**

**Role:** Volunteer Coordinator

**Department:** Union of Students

**Duties & Responsibilities:**

- Organise social events for the RAG committee and RAG members.
- Be a point of contact for volunteers.
- Actively engage Union members in challenge events.
- Work alongside the Sports and Societies Reps to encourage volunteer participation.
- Actively help organise RAG week
- Be part of the recruitment of volunteers.
- Organise volunteers for RAG run fundraising events.

**Time Commitment:**  
Varying throughout the year with an average of 5 - 10 hours a week

**Responsible to:**  
RAG Chair, VP Activities and students

**Ideal personal Qualities:**

- Great organisational skills
- Driven and motivated
- Being able to motivate others
- Good leadership skills
- Good communication skills
- Able to balance multiple projects at once
- Experience in fundraising

**Opportunity:**

- A unique opportunity to be part of the team that leads charitable fundraising at the Union.
- Organise fundraising events at the Union of Students
- To be engaged with the Union of Students and the Student Movement as well as national student fundraising.

**Benefits:**

- Gain a wide range of practical skills that will make you more employable
- Practical experience of leading a team and report writing
- Practical experience of putting on events
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

**Beneficial Previous Experience:**

- Experience of motivating
- Experience in running and organising events
- Fundraising knowledge

**Training and Support:**

- You will have access to a wide range of training by Union including training conference and multiple skills based workshops
- Opportunity to go to regional and national RAG events

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked \*)

* <b>Written Communication</b>
* <b>Verbal Communication</b>
* <b>Delegation</b>
* <b>Decision Making</b>
* <b>People Management</b>
<b>Negotiation</b>

* <b>Teamwork</b>
* <b>Time Management</b>
<b>Financial Management</b>
<b>I.T.</b>
* <b>Organisation / Planning</b>
<b>Marketing</b>

**Role:** Marketing Rep

**Department:** Union of Students

**Duties & Responsibilities:**

- Liaise with the Union's marketing department to advertise events.
- Write articles and organise adverts for RAG to go into Phantom newspaper
- Provide information to Phantom Radio to advertise RAG events.
- Keep the RAG section of the website up to date
- Keep all RAG social media up to date.
- Maintaining the publicity of RAG and RAG events in a timely manor.
- Contacting external media to promote Derby Union RAG
- Actively help to organise and promote RAG week

**Time Commitment:**  
Varying throughout the year with an average of 5 - 10 hours a week

**Responsible to:**  
RAG Chair, VP Activities and students

**Ideal personal Qualities:**

- Great organisational skills
- Creative
- Knowledge of social media
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Knowledge of copy writing
- Knowledge of marketing strategies

**Opportunity:**

- A unique opportunity to be part of the team that leads charitable fundraising at the Union.
- To take the lead on marketing RAG events and activities, as well as maintaining the Raise & Give brand.
- To be engaged with the Union of Students and the Student movement as well as national student fundraising.

**Benefits:**

- Gain a wide range of practical skills that will make you more employable
- Practical experience of producing adverts, posters and articles.
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

**Beneficial Previous Experience:**

- Experience in marketing, particularly on social media
- Computer literate
- Fundraising knowledge
- Graphic Design knowledge

**Training and Support:**

- You will have access to a wide range of training by the Union including training conference and multiple skills based workshops
- Futures Award training and workshops
- Opportunity to go to regional and national RAG events

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked \*)

- \* **Written Communication**
- \* **Verbal Communication**
- Delegation**
- \* **Decision Making**
- People Management**
- \* **Negotiation**

- \* **Teamwork**
- \* **Time Management**
- Financial Management**
- \* **I.T.**
- \* **Organisation / Planning**
- \* **Marketing**

**Role:** RAG Finance Rep

**Department:** Union of Students

**Duties & Responsibilities:**

- Work with RAG committee members to provide budget forecasts for RAG and student group events
- Administering the RAG finances in accordance with Union procedures
- Reporting to the committee on the finances. Including money raised and money left to spend.
- Overseeing all money collected is paid into the RAG account.
- Seek funding/ donations(raffle prizes/ equipment/ money)/ sponsorship for RAG and RAG events from external sources

**Time Commitment:**  
Varying throughout the year with an average of 5 - 10 hours a week

**Responsible to:**  
RAG Chair, VP Activities and students

**Ideal personal Qualities:**

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Budgeting skills

**Opportunity:**

- A unique opportunity to be part of the team that leads charitable fundraising at the Union.
- Organise the finances of all fundraising at the Union.
- Oversee all student fundraising events

**Benefits:**

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in finance forecasting and budget planning
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

**Beneficial Previous Experience:**

- Experience of budgeting
- Experience in organising events
- Fundraising knowledge

**Training and Support:**

- You will have access to a wide range of training by the Union including training conference and multiple skills based workshops
- Opportunity to go to regional and national RAG events

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked \*)

* <b>Written Communication</b>
* <b>Verbal Communication</b>
<b>Delegation</b>
* <b>Decision Making</b>
<b>People Management</b>
* <b>Negotiation</b>

* <b>Teamwork</b>
* <b>Time Management</b>
* <b>Financial Management</b>
* <b>I.T.</b>
* <b>Organisation / Planning</b>
<b>Marketing</b>

**Role:** Charity and Challenge Co-ordinator

**Department:** Union of Students

**Duties & Responsibilities:**

- Represent Derby Union RAG to external charities and challenge providers.
- Be instrumental in raising awareness of these charities and challenges to the student body.
- Work alongside the Sports and Societies Reps to encourage participation.
- Report back to the committee regularly on progress of events (before and after)
- Actively help organise RAG week
- Be part of the recruitment of volunteers
- Source external connections with charities and challenge providers.

**Time Commitment:**  
Varying throughout the year with an average of 5 - 10 hours a week

**Responsible to:**  
RAG Chair, VP Activities and students

**Ideal personal Qualities:**

- Great organisational skills
- Driven and motivated
- Being able to motivate others
- Good leadership skills
- Good communication skills
- Able to balance multiple projects at once
- Experience in fundraising

**Opportunity:**

- A unique opportunity to be part of the team that leads charitable fundraising at the Union.
- Organise fundraising events at the Union of Students
- To be engaged with the Union of Students and the Student Movement as well as national student fundraising.

**Benefits:**

- Gain a wide range of practical skills that will make you more employable
- Practical experience of leading a team and report writing
- Practical experience of putting on events
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

**Beneficial Previous Experience:**

- Experience of motivating
- Experience in running and organising events
- Fundraising knowledge

**Training and Support:**

- You will have access to a wide range of training by the Union including training conference and multiple skills based workshops
- Opportunity to go to regional and national RAG events

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked \*)

* <b>Written Communication</b>
* <b>Verbal Communication</b>
* <b>Delegation</b>
* <b>Decision Making</b>
* <b>People Management</b>
<b>Negotiation</b>

* <b>Teamwork</b>
* <b>Time Management</b>
<b>Financial Management</b>
<b>I.T.</b>
* <b>Organisation / Planning</b>
<b>Marketing</b>

**Role:** Societies Rep

**Department:** Union of Students

**Duties & Responsibilities:**

- Support societies in the running of their fundraising events and activities
- Actively engage society members in RAG events and challenges
- Encourage societies to organise their own fundraising events, in order to reach the societies fundraising target for the academic year
- Report back to the committee regularly on progress of events (before and after)
- Actively help organise RAG week
- Be part of the recruitment of volunteers
- Organise at least one event outside of RAG Week, aimed specifically at societies

**Time Commitment:**  
Varying throughout the year with an average of 5 - 10 hours a week

**Responsible to:**  
RAG Chair, VP Activities and students

**Ideal personal Qualities:**

- Great organisational skills
- Driven and motivated
- Being able to motivate others
- Good leadership skills
- Excellent communication skills
- Able to balance multiple projects at once
- Experience in fundraising
- Experience with societies

**Opportunity:**

- A unique opportunity to be part of the team that leads charitable fundraising at the Union.
- Organise fundraising events at the Union of Students
- To be engaged with the Union of Students and the Student Movement as well as national student fundraising

**Benefits:**

- Gain a wide range of practical skills that will make you more employable
- Practical experience of leading a team and report writing
- Practical experience of putting on events
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

**Beneficial Previous Experience:**

- Experience of motivating
- Experience in running and organising events
- Fundraising knowledge

**Training and Support:**

- You will have access to a wide range of training by the Union including training conference and multiple skills based workshops
- Opportunity to go to regional and national RAG events

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked \*)

- \* **Written Communication**
- \* **Verbal Communication**
- \* **Delegation**
- \* **Decision Making**
- \* **People Management**
- Negotiation**

- \* **Teamwork**
- \* **Time Management**
- Financial Management**
- I.T.**
- \* **Organisation / Planning**
- Marketing**

**Role:** Sports Rep

**Department:** Union of Students

**Duties & Responsibilities:**

- Support sports clubs in the running of their fundraising events and activities
- Actively engage sports members in RAG events and challenges
- Encourage sports teams to organise their own fundraising events
- Report back to the committee regularly on progress of events (before and after)
- Actively help organise RAG week
- Be part of the recruitment of volunteers
- Organise at least one event outside of RAG Week, aimed specifically at sports clubs

**Time Commitment:**  
Varying throughout the year with an average of 5 - 10 hours a week

**Responsible to:**  
RAG Chair, VP Activities and students

**Ideal personal Qualities:**

- Great organisational skills
- Driven and motivated
- Being able to motivate others
- Good leadership skills
- Good communication skills
- Able to balance multiple projects at once
- Experience in fundraising
- Experience of sports teams

**Opportunity:**

- A unique opportunity to be part of the team that leads charitable fundraising at the Union.
- Organise fundraising events at the Union of Students
- To be engaged with the Union of Students and the Student Movement as well as national student fundraising.

**Benefits:**

- Gain a wide range of practical skills that will make you more employable
- Practical experience of leading a team and report writing
- Practical experience of putting on events
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

**Beneficial Previous Experience:**

- Experience of motivating
- Experience in running and organising events
- Fundraising knowledge

**Training and Support:**

- You will have access to a wide range of training by the Union including training conference and multiple skills based workshops
- Opportunity to go to regional and national RAG events

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked \*)

- \* **Written Communication**
- \* **Verbal Communication**
- \* **Delegation**
- \* **Decision Making**
- \* **People Management**
- Negotiation**

- \* **Teamwork**
- \* **Time Management**
- Financial Management**
- I.T.**
- \* **Organisation / Planning**
- Marketing**