

Activities & Events Officer



Description

The Activities & Events Officer **will be primarily concerned with the non-academic development of Members, and will encourage and support the development of Clubs and Societies.** They will additionally be responsible for financial matters of Clubs and Societies, including the awarding of extra funding. They will ensure all Club and Society publicity is produced within the appropriate guidelines and policies, oversee the awarding of Colours and other awards in recognition of Clubs' and Societies' and students' achievements. They will also be the lead Officer for organising the Union's events. This is a full-time, paid role.

Duties & Responsibilities

- Management of day to day issues
- Be an active part of the bodies which govern UCLU's activities
- Oversight of finances and performance against set budgets
- Ensure UCLU conducts its activities effectively and efficiently
- Oversee awarding of Colours and other society recognition awards.
- Maintain the reputation of UCLU
- Be an active member of Union Executive and other committees
- Promote the Union to its members

Why Should You Stand?

Being an officer is a valuable and rewarding experience: Not only will you gain new skills which can greatly enhance your CV, it is a meaningful opportunity to make a difference in the lives of other students and gives you the chance to influence the future of UCL. As a full-time officer, it will also give you a unique standing when looking for jobs in the future, as student representation always makes an impression on employers. In particular, this role will give you the opportunity to develop the non-academic life of students at UCL and shape and manage the development of clubs and societies.

Who is Eligible to Stand?

Undergraduates	✓
Postgraduates	✓
Mature students	✓
International Students	✓

Time Commitment

- This is a full-time role over a 13 month period, starting 1st July 2013 – 31st July 2014.
- A range of additional events each year

Skills & Benefits Gained

Written Communication	Marketing	Access to a Budget
Verbal Communication	Time Management	Training Opportunities
Decision Making	Planning	Opportunity to Travel
Teamwork	Negotiation	IT
Committee Work	Stipend: £25K approx.	

Who will Elect this Position?

All students

Supported By

- UCLU Staff