



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

Role	Volunteer
Department	Student Activities
Reports to	Activities Coordinator
Locations	Bucks Students' Union Offices including the Uxbridge and Aylesbury Campuses
Opportunity	As ambassador you will be responsible for organising activities, promoting volunteering, and getting students to log their volunteer hours
Responsibilities	• Organisation of volunteering opportunities within the University • Organisation of Student Volunteer Week • Running the activities and keeping registers • Advertising opportunities within the community and internally • Assisting with Logging volunteer hours • Promotion of Benefits • Gaining Feedback
Standards required	• The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality The post holder will be aware and respectful of equal opportunities and sensitive to diversity.
Person specification	• Commitment to Bucks Students' Union and its values • Ability to dedicate the necessary time and effort • Responsiveness on email to approve policies and confirm meeting requests • Act with discretion and tact • Logical and pragmatic thinking • Ability to work effectively as a member of a team • Good judgement and willingness to speak up
Time commitment	Approximately 6 hours per week

Skills gained

Participating in this opportunity will enable you to develop and practice the following skills:

- Written communication
- Teamwork
- Organisational skills
- Verbal communication
- Time management
- Marketing
- Delegation
- Citizenship
- Decision making
- IT
- Problem solving
- Leadership
- Cultural awareness
- Physical fitness
- Networking
- Creativity

Benefits

- CV enhancement
- Hours can be accredited to volunteering
- Hands on experience of working with your peers
- Enhancement of like skills
- Experience of working in a democratic environment
- Time management
- People management
- Experience of sitting on committees
- Experience in conducting meetings
- New friendship groups outside of just your course and house mates
- Being part of the largest collective group of students in the Students' Union
- Invitation to the Union Awards ceremony

For more information, contact

Volunteering

Volunteering@bnu.ac.uk | 01494 601 600