

# Events Officer

Organisation	Strathclyde Sports Union	Role	Voluntary
Group	Sports Executive Committee	Commitment	4-8 hours per week
Responsible to	Sports Union President	Duration	2020-21 Academic Year

## Main Responsibilities

1.	Chair the Events Committee, providing leadership to the planning, organisation and delivery of key Sports Union events, such as Captains Dinner.
2.	Develop and deliver a calendar of events based upon the interests of the sports club membership, working with the Publicity Officer to maximise engagement.
3.	Support the Sports Union Coordinator to ensure delivery of the annual Sports Awards Ball, overseeing elements of the event operational plan.
4.	Maintain a working relationship with venues and suppliers.
5.	Support Sports Union staff and volunteers on the Sports Executive with the general planning, organisation and delivery of other activities throughout the academic year.
6.	Attend and contribute to Sports Executive committee and sub-committee meetings throughout the academic year.

## Recommended Skills & Experience

•	Understanding of the barriers facing students with regards to accessing sport at the University
•	Awareness of the Sports Union organisation and internal structures from time served on a club committee
•	Strong communication, organisational, planning and delegation skills
•	Pro-active and enthusiastic individual with a passion for student sport at the University
•	Committed and able to contribute time and effort to the role