

Be the Change!

Opportunity Profile: JECSA Activities and Events Officer



Do you want to make a difference, get some real experience on that CV, meet new people and learn new skills? Well read on...!

THE ACTIVITIES AND EVENTS OFFICER

The Activities and Events Officer is a member of the Executive Committee that supports the Student President and helps out with the work they are taking part in. We ask for a minimum commitment **of two hours per week** and you will receive a certificate at the end of the year certified by Volunteer Scotland and a reference from the Students' Association for your future employers.

Key Actions and Activities:

- Develop and maintain societies and sports teams
- Liaise with appropriate bodies outside the College for promotion and sponsorship of societies
- Based on consultation with students design, organise and publicise an annual entertainments programme, costed in conjunction with the Student President and the Treasurer
- Be responsible for the sale and distribution of tickets and the collection of monies for activities ensuring that all money from ticket sales are accounted for and tendered to the College Finance section for banking

What can you bring and what can we give you?

You will gain valuable events management experience and be the key organiser for charity and social events. This post is particularly suitable for anyone wanting to go into work in events management or PR.

There will be increased opportunity to work with the Students' Association at Queen Margaret University to put on social events and develop societies. In this post you have the chance to use your creativity to engage students in social events both during and outside of college hours.

There are some ongoing events such as the Student Arts Exhibition and various music events and we will be tying in events with the awareness campaigns run in the college by the Equality, Diversity and Inclusion manager. Last year the charities we focused on were The Teenage Cancer Trust and One Water.

If you have any new ideas about how things should happen for students and how they should be represented this is your forum, this is a post that can grow with you to allow you to make a change to the social landscape of the college, make connections and to truly shine!

Be the Change!

Opportunity Profile: JECSA Activities and Events Officer



How to apply for a post at Jewel & Esk Students' Association

Step 1.

Look at the Opportunity Profiles online and see which one fits your skills and interests (you've started this one!)

Step 2.

Fill in the Personal Profile form and return by email to studentpresident@jec.ac.uk

Step 3.

You will have a chat with the Student President to explain the post and chat about what's involved by the

Step 4.

If more than one suitable candidate has applied for the post of Vice President, Secretary or Campus Rep then an election will take place in the week following the October break – you will be given full guidance on how to take part. The elections for elected posts will take place online on Discover.

