

<b>Volunteer Title</b>	<b>Academic Societies Representative</b>
<b>Summary of volunteer role</b>	<p>The Societies Executive subcommittee is designed to be a form of student consultation and representation.</p> <p>The Academic Societies Representative attends Societies Executive meetings and represents the interests of academic societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	The Academic Societies Representative attends Societies Executive meetings and represents the interests of academic societies at these meetings.
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
<b>Number of hours training you will be required to attend in this role</b>	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>

<p><b>Support available from UEA Students' Union</b></p>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>Part time officers</b>  International (EU) Officer, International (Non-EU) Officer, Women's Officer, Invisible Disabilities Officer, Black Students' Officer, People of Colour Officer, Mature Students Officer, LGBT+ (Open place) Officer, LGBT+ Officer (Trans &amp; Non Binary Place). You can find their details here - <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>uea(su) staff members</b></p> <p>Student Opportunities General email  - <a href="mailto:union.opportunities@uea.ac.uk">union.opportunities@uea.ac.uk</a></p> <p>Student Opportunities Events and Activities Manager -  Chloe Platt - <a href="mailto:chloe.platt@uea.ac.uk">chloe.platt@uea.ac.uk</a></p>
<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people's position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p>

- Introducing or establishing something new
- Looking for innovative solutions to problems
- Taking risks with a new idea or direction

**CITIZEN & STEWARDSHIP**

- Awareness of one's own cultural beliefs, norms and attitudes, and those of others
- An ability to improve the lives of others and lobby for positive change

<b>Volunteer Title</b>	<b>Arts and Performance Societies Representative</b>
<b>Summary of volunteer role</b>	<p>The Societies Executive subcommittee is designed to be a form of student consultation and representation.</p> <p>The Arts and Performance Societies Representative attends Societies Executive meetings and represents the interests of arts &amp; performance societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	The Arts and Performance Societies Representative attends Societies Executive meetings and represents the interests of arts and performance societies at these meetings.
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
<b>Number of hours training you will be required to attend in this role</b>	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from</b>	

<p><b>UEA Students' Union</b></p>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>Part time officers</b>  International (EU) Officer, International (Non-EU) Officer, Women's Officer, Invisible Disabilities Officer, Black Students' Officer, People of Colour Officer, Mature Students Officer, LGBT+ (Open place) Officer, LGBT+ Officer (Trans &amp; Non Binary Place). You can find their details here - <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>uea(su) staff members</b></p> <p>Student Opportunities General email  - <a href="mailto:union.opportunities@uea.ac.uk">union.opportunities@uea.ac.uk</a></p> <p>Student Opportunities Events and Activities Manager -  Chloe Platt - <a href="mailto:chloe.platt@uea.ac.uk">chloe.platt@uea.ac.uk</a></p>
<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people's position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

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- An ability to improve the lives of others and lobby for positive change

<b>Volunteer Title</b>	<b>Charities and Campaigns Societies Representative</b>
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<b>Summary of volunteer role</b>	<p>The Societies Executive subcommittee is designed to be a form of student consultation and representation.</p> <p>The Charities and Campaigns Societies Representative attends Societies Executive meetings and represents the interests of charities and campaigns societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	<p>The Charities and Campaigns Societies Representative attends Societies Executive meetings and represents the interests of charities and campaigns societies at these meetings.</p>
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	<p>Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.</p>
<b>Number of hours training you will be required to attend in this role</b>	<p>1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.</p>
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from</b>	

<p><b>UEA Students' Union</b></p>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>Part time officers</b>  International (EU) Officer, International (Non-EU) Officer, Women's Officer, Invisible Disabilities Officer, Black Students' Officer, People of Colour Officer, Mature Students Officer, LGBT+ (Open place) Officer, LGBT+ Officer (Trans &amp; Non Binary Place). You can find their details here - <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>uea(su) staff members</b></p> <p>Student Opportunities General email  - <a href="mailto:union.opportunities@uea.ac.uk">union.opportunities@uea.ac.uk</a></p> <p>Student Opportunities Events and Activities Manager –  Chloe Platt – <a href="mailto:chloe.platt@uea.ac.uk">chloe.platt@uea.ac.uk</a></p>
<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people's position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>• Introducing or establishing something new</li> </ul>



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<b>Volunteer Title</b>	<b>Cultural Societies Representative</b>
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<b>Summary of volunteer role</b>	<p>The Societies Executive subcommittee is designed to be a form of student consultation and representation.</p> <p>The Cultural Societies Representative attends Societies Executive meetings and represents the interests of cultural societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	<p>The Cultural Societies Representative attends Societies Executive meetings and represents the interests of cultural societies at these meetings.</p>
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	<p>Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.</p>
<b>Number of hours training you will be required to attend in this role</b>	<p>1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.</p>
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from</b>	<p>If you need any further support, you can get in touch with the following people;</p>

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<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people's position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Introducing or establishing something new</li> <li>• Looking for innovative solutions to problems</li> </ul>

- Taking risks with a new idea or direction

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<b>Volunteer Title</b>	<b>Games and Hobbies Societies Representative</b>
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<b>Summary of volunteer role</b>	<p>The Societies Executive subcommittee is designed to be a form of student consultation and representation.</p> <p>The Games and Hobbies Societies Representative attends Societies Executive meetings and represents the interests of games and hobbies societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	<p>The Games and Hobbies Societies Representative attends Societies Executive meetings and represents the interests of games and hobbies societies at these meetings.</p>
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	<p>Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.</p>
<b>Number of hours training you will be required to attend in this role</b>	<p>1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.</p>
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from UEA Students' Union</b>	<p>If you need any further support, you can get in touch with the following people;</p>

	<p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>Part time officers</b>  International (EU) Officer, International (Non-EU) Officer, Women’s Officer, Invisible Disabilities Officer, Black Students’ Officer, People of Colour Officer, Mature Students Officer, LGBT+ (Open place) Officer, LGBT+ Officer (Trans &amp; Non Binary Place). You can find their details here  - <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>uea(su) staff members</b></p> <p>Student Opportunities General email  - <a href="mailto:union.opportunities@uea.ac.uk">union.opportunities@uea.ac.uk</a></p> <p>Student Opportunities Events and Activities Manager –  Chloe Platt – <a href="mailto:chloe.platt@uea.ac.uk">chloe.platt@uea.ac.uk</a></p>
<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people’s position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Introducing or establishing something new</li> <li>• Looking for innovative solutions to problems</li> <li>• Taking risks with a new idea or direction</li> </ul>

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<b>Volunteer Title</b>	<b>Media Societies Representative</b>
<b>Summary of volunteer role</b>	The Societies Executive subcommittee is designed to be a form of student consultation and representation.

	<p>The Media Societies Representative attends Societies Executive meetings and represents the interests of media societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	The Media Societies Representative attends Societies Executive meetings and represents the interests of media societies at these meetings.
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
<b>Number of hours training you will be required to attend in this role</b>	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from UEA Students' Union</b>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p>



	<p><b>Part time officers</b>  International (EU) Officer, International (Non-EU) Officer, Women’s Officer, Invisible Disabilities Officer, Black Students’ Officer, People of Colour Officer, Mature Students Officer, LGBT+ (Open place) Officer, LGBT+ Officer (Trans &amp; Non Binary Place). You can find their details here - <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>uea(su) staff members</b></p> <p>Student Opportunities General email  - <a href="mailto:union.opportunities@uea.ac.uk">union.opportunities@uea.ac.uk</a></p> <p>Student Opportunities Events and Activities Manager –  Chloe Platt – <a href="mailto:chloe.platt@uea.ac.uk">chloe.platt@uea.ac.uk</a></p>
<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people’s position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Introducing or establishing something new</li> <li>• Looking for innovative solutions to problems</li> <li>• Taking risks with a new idea or direction</li> </ul> <p><b>CITIZEN &amp; STEWARDSHIP</b></p>

- Awareness of one's own cultural beliefs, norms and attitudes, and those of others
- An ability to improve the lives of others and lobby for positive change

<b>Volunteer Title</b>	<b>Medical Societies Representative</b>
<b>Summary of volunteer role</b>	The Societies Executive subcommittee is designed to be a form of student consultation and representation.

	<p>The Medical Societies Representative attends Societies Executive meetings and represents the interests of medical societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	The Medical Societies Representative attends Societies Executive meetings and represents the interests of medical societies at these meetings.
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
<b>Number of hours training you will be required to attend in this role</b>	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from UEA Students' Union</b>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p>

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<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people’s position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Introducing or establishing something new</li> <li>• Looking for innovative solutions to problems</li> <li>• Taking risks with a new idea or direction</li> </ul> <p><b>CITIZEN &amp; STEWARDSHIP</b></p>

	<ul style="list-style-type: none"> <li>• Awareness of one's own cultural beliefs, norms and attitudes, and those of others</li> <li>• An ability to improve the lives of others and lobby for positive change</li> </ul>
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<b>Volunteer Title</b>	<b>Peer Support Groups Representative</b>
<b>Summary of volunteer role</b>	The Societies Executive subcommittee is designed to be a form of student consultation and representation.

	<p>The Peer Support Groups Representative attends Societies Executive meetings and represents the interests of peer support groups at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	The Peer Support Groups Representative attends Societies Executive meetings and represents the interests of peer support groups at these meetings.
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
<b>Number of hours training you will be required to attend in this role</b>	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from UEA Students' Union</b>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p>

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<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people’s position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Introducing or establishing something new</li> <li>• Looking for innovative solutions to problems</li> <li>• Taking risks with a new idea or direction</li> </ul> <p><b>CITIZEN &amp; STEWARDSHIP</b></p>

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- An ability to improve the lives of others and lobby for positive change

<b>Volunteer Title</b>	<b>Personal Development Societies Representative</b>
<b>Summary of volunteer role</b>	The Societies Executive subcommittee is designed to be a form of student consultation and representation.



	<p>The Personal Development Societies Representative attends Societies Executive meetings and represents the interests of personal development societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	The Personal Development Societies Representative attends Societies Executive meetings and represents the interests of personal development societies at these meetings.
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
<b>Number of hours training you will be required to attend in this role</b>	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from UEA Students' Union</b>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p>

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<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people’s position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Introducing or establishing something new</li> <li>• Looking for innovative solutions to problems</li> <li>• Taking risks with a new idea or direction</li> </ul> <p><b>CITIZEN &amp; STEWARDSHIP</b></p> <ul style="list-style-type: none"> <li>• Awareness of one’s own cultural beliefs, norms and attitudes, and those of others</li> </ul>

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|  | <ul style="list-style-type: none"><li>• An ability to improve the lives of others and lobby for positive change</li></ul> |
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<b>Volunteer Title</b>	<b>Political Societies Representative</b>
<b>Summary of volunteer role</b>	The Societies Executive subcommittee is designed to be a form of student consultation and representation.

	<p>The Political Societies Representative attends Societies Executive meetings and represents the interests of political societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	The Political Societies Representative attends Societies Executive meetings and represents the interests of political societies at these meetings.
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
<b>Number of hours training you will be required to attend in this role</b>	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from UEA Students' Union</b>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p>

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<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people’s position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Introducing or establishing something new</li> <li>• Looking for innovative solutions to problems</li> <li>• Taking risks with a new idea or direction</li> </ul> <p><b>CITIZEN &amp; STEWARDSHIP</b></p>

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- An ability to improve the lives of others and lobby for positive change

<b>Volunteer Title</b>	<b>Religious Societies Representative</b>
<b>Summary of volunteer role</b>	The Societies Executive subcommittee is designed to be a form of student consultation and representation.

	<p>The Religious Societies Representative attends Societies Executive meetings and represents the interests of religious societies at these meetings.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	The Religious Societies Representative attends Societies Executive meetings and represents the interests of religious societies at these meetings.
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
<b>Number of hours training you will be required to attend in this role</b>	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from UEA Students' Union</b>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p>

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<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people’s position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Introducing or establishing something new</li> <li>• Looking for innovative solutions to problems</li> <li>• Taking risks with a new idea or direction</li> </ul> <p><b>CITIZEN &amp; STEWARDSHIP</b></p>



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<b>Volunteer Title</b>	<b>Societies Publicity Officer</b>
<b>Summary of volunteer role</b>	The Societies Executive subcommittee is designed to be a form of student consultation and representation.

	<p>The Societies Publicity Officer is a role that aims to raise the profile of societies, encourage students to join societies and bring ideas about how we can encourage engagement and development within societies.</p> <p>This role also contributes towards deciding on grant requests and new society applications and feeds into wider conversations with the SU about ways we can improve the club and society experience for members and committee.</p>
<b>Purpose of the volunteer position</b>	The Societies Publicity Officer is a role that aims to raise the profile of societies, encourage students to join societies and bring ideas about how we can encourage engagement and development within societies.
<b>Key responsibilities</b>	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> <li>• Reviewing applications for new societies and approving the distribution of grant funding</li> <li>• Communicating with your category of societies and helping to bring societies together so they can network and put on joint events</li> <li>• Bringing forward queries and ideas from within your category of societies to help make positive change</li> <li>• Following and upholding Students' Union guidelines and protocols</li> <li>• Attending monthly meetings (during semester time only).</li> </ul>
<b>Commitment required</b>	Must commit to attending monthly Society Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
<b>Number of hours training you will be required to attend in this role</b>	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
<b>Expectations of you and competencies</b>	<ul style="list-style-type: none"> <li>• Must attend training</li> <li>• Excellent listening and communication skills</li> <li>• Ability to work in a team and work autonomously</li> <li>• Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be</li> <li>• Be able to give constructive feedback on key topics</li> </ul>
<b>Support available from UEA Students' Union</b>	<p>If you need any further support, you can get in touch with the following people;</p> <p><b>Full time officers</b>  Activities and Opportunities Officer  <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p>

	<p><b>Part time officers</b>  International (EU) Officer, International (Non-EU) Officer, Women’s Officer, Invisible Disabilities Officer, Black Students’ Officer, People of Colour Officer, Mature Students Officer, LGBT+ (Open place) Officer, LGBT+ Officer (Trans &amp; Non Binary Place). You can find their details here - <a href="https://www.uea.su/democracy/studentofficercommittee/">https://www.uea.su/democracy/studentofficercommittee/</a></p> <p><b>uea(su) staff members</b></p> <p>Student Opportunities General email  - <a href="mailto:union.opportunities@uea.ac.uk">union.opportunities@uea.ac.uk</a></p> <p>Student Opportunities Events and Activities Manager –  Chloe Platt – <a href="mailto:chloe.platt@uea.ac.uk">chloe.platt@uea.ac.uk</a></p>
<p><b>Key skills developed through the role (linked to UEA award)</b></p>	<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Effective speaking and presentations, appropriate for specific audiences and contexts</li> <li>• Assertiveness and negotiation</li> <li>• Tactfulness and diplomacy</li> </ul> <p><b>TEAMWORK &amp; LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Co-operating and collaborating with others</li> <li>• Working to shared aims</li> <li>• Empathising with other people’s position</li> <li>• Giving constructive feedback to a team</li> <li>• Taking the lead when required</li> <li>• Showing initiative</li> </ul> <p><b>SELF MANAGEMENT &amp; PROFESSIONALISM</b></p> <ul style="list-style-type: none"> <li>• Setting priorities and juggling competing demands</li> <li>• Setting goals and meeting deadlines</li> </ul> <p><b>PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• Identifying problems and their causes</li> <li>• Analysing facts and circumstances</li> <li>• Breaking down an issue into component parts</li> <li>• Considering new angles</li> <li>• Overcoming setbacks</li> <li>• Creativity in generating solutions</li> </ul> <p><b>INNOVATION &amp; ENTERPRISE</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Introducing or establishing something new</li> <li>• Looking for innovative solutions to problems</li> <li>• Taking risks with a new idea or direction</li> </ul> <p><b>CITIZEN &amp; STEWARDSHIP</b></p>

- Awareness of one's own cultural beliefs, norms and attitudes, and those of others
- An ability to improve the lives of others and lobby for positive change