

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

Support available from UEA Students' Union and UEA Sport

If you need any further support, you can get in touch with the following people;

Full time officers

Activities and Opportunities Officer

<https://www.uea.su/democracy/studentofficercommittee/>

Part time officers

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 & Non Binary Place). You can find their details here

- <https://www.uea.su/democracy/studentofficercommittee/>

uea(su) staff members

Student Opportunities General email

- union.opportunities@uea.ac.uk

Student Opportunities Events and Activities Manager -

Chloe Platt - chloe.platt@uea.ac.uk

UEA Sport staff members

Student Performance Sport Manager

Joe Skeet - j.skeet@uea.ac.uk

Student Sport Operations Manager

James Raywood - j.raywood@uea.ac.uk

Key skills developed through the role (linked to UEA award)

COMMUNICATION

- Effective speaking and presentations, appropriate for specific audiences and contexts
- Assertiveness and negotiation
- Tactfulness and diplomacy

TEAMWORK & LEADERSHIP

- Co-operating and collaborating with others
- Working to shared aims
- Empathising with other people's position
- Giving constructive feedback to a team
- Taking the lead when required
- Showing initiative

SELF MANAGEMENT & PROFESSIONALISM

- Setting priorities and juggling competing demands
- Setting goals and meeting deadlines

PROBLEM SOLVING

- Identifying problems and their causes

- Analysing facts and circumstances
- Breaking down an issue into component parts
- Considering new angles
- Overcoming setbacks
- Creativity in generating solutions

INNOVATION & ENTERPRISE

- 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

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

<p>UEA Students' Union and UEA Sport</p>	<p>If you need any further support, you can get in touch with the following people;</p> <p>Full time officers Activities and Opportunities Officer https://www.uea.su/democracy/studentofficercommittee/</p> <p>Part time officers 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 & Non Binary Place). You can find their details here - https://www.uea.su/democracy/studentofficercommittee/</p> <p>uea(su) staff members</p> <p>Student Opportunities General email - union.opportunities@uea.ac.uk</p> <p>Student Opportunities Events and Activities Manager - Chloe Platt - chloe.platt@uea.ac.uk</p> <p>UEA Sport staff members</p> <p>Student Performance Sport Manager Joe Skeet - j.skeet@uea.ac.uk</p> <p>Student Sport Operations Manager James Raywood - j.raywood@uea.ac.uk</p>
<p>Key skills developed through the role (linked to UEA award)</p>	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Effective speaking and presentations, appropriate for specific audiences and contexts • Assertiveness and negotiation • Tactfulness and diplomacy <p>TEAMWORK & LEADERSHIP</p> <ul style="list-style-type: none"> • Co-operating and collaborating with others • Working to shared aims • Empathising with other people's position • Giving constructive feedback to a team • Taking the lead when required • Showing initiative <p>SELF MANAGEMENT & PROFESSIONALISM</p> <ul style="list-style-type: none"> • Setting priorities and juggling competing demands • Setting goals and meeting deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Identifying problems and their causes • Analysing facts and circumstances

- Breaking down an issue into component parts
- Considering new angles
- Overcoming setbacks
- Creativity in generating solutions

INNOVATION & ENTERPRISE

- 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

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

<p>UEA Students' Union and UEA Sport</p>	<p>If you need any further support, you can get in touch with the following people;</p> <p>Full time officers Activities and Opportunities Officer https://www.uea.su/democracy/studentofficercommittee/</p> <p>Part time officers 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 & Non Binary Place). You can find their details here - https://www.uea.su/democracy/studentofficercommittee/</p> <p>uea(su) staff members</p> <p>Student Opportunities General email - union.opportunities@uea.ac.uk</p> <p>Student Opportunities Events and Activities Manager - Chloe Platt - chloe.platt@uea.ac.uk</p> <p>UEA Sport staff members</p> <p>Student Performance Sport Manager Joe Skeet - j.skeet@uea.ac.uk</p> <p>Student Sport Operations Manager James Raywood - j.raywood@uea.ac.uk</p>
<p>Key skills developed through the role (linked to UEA award)</p>	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Effective speaking and presentations, appropriate for specific audiences and contexts • Assertiveness and negotiation • Tactfulness and diplomacy <p>TEAMWORK & LEADERSHIP</p> <ul style="list-style-type: none"> • Co-operating and collaborating with others • Working to shared aims • Empathising with other people's position • Giving constructive feedback to a team • Taking the lead when required • Showing initiative <p>SELF MANAGEMENT & PROFESSIONALISM</p> <ul style="list-style-type: none"> • Setting priorities and juggling competing demands • Setting goals and meeting deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Identifying problems and their causes • Analysing facts and circumstances

- Breaking down an issue into component parts
- Considering new angles
- Overcoming setbacks
- Creativity in generating solutions

INNOVATION & ENTERPRISE

- 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

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

<p>UEA Students' Union and UEA Sport</p>	<p>If you need any further support, you can get in touch with the following people;</p> <p>Full time officers Activities and Opportunities Officer https://www.uea.su/democracy/studentofficercommittee/</p> <p>Part time officers 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 & Non Binary Place). You can find their details here - https://www.uea.su/democracy/studentofficercommittee/</p> <p>uea(su) staff members</p> <p>Student Opportunities General email - union.opportunities@uea.ac.uk</p> <p>Student Opportunities Events and Activities Manager - Chloe Platt - chloe.platt@uea.ac.uk</p> <p>UEA Sport staff members</p> <p>Student Performance Sport Manager Joe Skeet - j.skeet@uea.ac.uk</p> <p>Student Sport Operations Manager James Raywood - j.raywood@uea.ac.uk</p>
<p>Key skills developed through the role (linked to UEA award)</p>	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Effective speaking and presentations, appropriate for specific audiences and contexts • Assertiveness and negotiation • Tactfulness and diplomacy <p>TEAMWORK & LEADERSHIP</p> <ul style="list-style-type: none"> • Co-operating and collaborating with others • Working to shared aims • Empathising with other people's position • Giving constructive feedback to a team • Taking the lead when required • Showing initiative <p>SELF MANAGEMENT & PROFESSIONALISM</p> <ul style="list-style-type: none"> • Setting priorities and juggling competing demands • Setting goals and meeting deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Identifying problems and their causes • Analysing facts and circumstances

- Breaking down an issue into component parts
- Considering new angles
- Overcoming setbacks
- Creativity in generating solutions

INNOVATION & ENTERPRISE

- 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

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

<p>Support available from UEA Students' Union and UEA Sport</p>	<p>If you need any further support, you can get in touch with the following people;</p> <p>Full time officers Activities and Opportunities Officer https://www.uea.su/democracy/studentofficercommittee/</p> <p>Part time officers 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 & Non Binary Place). You can find their details here - https://www.uea.su/democracy/studentofficercommittee/</p> <p>uea(su) staff members</p> <p>Student Opportunities General email - union.opportunities@uea.ac.uk</p> <p>Student Opportunities Events and Activities Manager - Chloe Platt - chloe.platt@uea.ac.uk</p> <p>UEA Sport staff members</p> <p>Student Performance Sport Manager Joe Skeet - j.skeet@uea.ac.uk</p> <p>Student Sport Operations Manager James Raywood - j.raywood@uea.ac.uk</p>
<p>Key skills developed through the role (linked to UEA award)</p>	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Effective speaking and presentations, appropriate for specific audiences and contexts • Assertiveness and negotiation • Tactfulness and diplomacy <p>TEAMWORK & LEADERSHIP</p> <ul style="list-style-type: none"> • Co-operating and collaborating with others • Working to shared aims • Empathising with other people's position • Giving constructive feedback to a team • Taking the lead when required • Showing initiative <p>SELF MANAGEMENT & PROFESSIONALISM</p> <ul style="list-style-type: none"> • Setting priorities and juggling competing demands • Setting goals and meeting deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Identifying problems and their causes

- Analysing facts and circumstances
- Breaking down an issue into component parts
- Considering new angles
- Overcoming setbacks
- Creativity in generating solutions

INNOVATION & ENTERPRISE

- 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

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

<p>UEA Students' Union and UEA Sport</p>	<p>If you need any further support, you can get in touch with the following people;</p> <p>Full time officers Activities and Opportunities Officer https://www.uea.su/democracy/studentofficercommittee/</p> <p>Part time officers 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 & Non Binary Place). You can find their details here - https://www.uea.su/democracy/studentofficercommittee/</p> <p>uea(su) staff members</p> <p>Student Opportunities General email - union.opportunities@uea.ac.uk</p> <p>Student Opportunities Events and Activities Manager - Chloe Platt - chloe.platt@uea.ac.uk</p> <p>UEA Sport staff members</p> <p>Student Performance Sport Manager Joe Skeet - j.skeet@uea.ac.uk</p> <p>Student Sport Operations Manager James Raywood - j.raywood@uea.ac.uk</p>
<p>Key skills developed through the role (linked to UEA award)</p>	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Effective speaking and presentations, appropriate for specific audiences and contexts • Assertiveness and negotiation • Tactfulness and diplomacy <p>TEAMWORK & LEADERSHIP</p> <ul style="list-style-type: none"> • Co-operating and collaborating with others • Working to shared aims • Empathising with other people's position • Giving constructive feedback to a team • Taking the lead when required • Showing initiative <p>SELF MANAGEMENT & PROFESSIONALISM</p> <ul style="list-style-type: none"> • Setting priorities and juggling competing demands • Setting goals and meeting deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Identifying problems and their causes • Analysing facts and circumstances

- Breaking down an issue into component parts
- Considering new angles
- Overcoming setbacks
- Creativity in generating solutions

INNOVATION & ENTERPRISE

- 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

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

<p>UEA Students' Union and UEA Sport</p>	<p>If you need any further support, you can get in touch with the following people;</p> <p>Full time officers Activities and Opportunities Officer https://www.uea.su/democracy/studentofficercommittee/</p> <p>Part time officers 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 & Non Binary Place). You can find their details here - https://www.uea.su/democracy/studentofficercommittee/</p> <p>uea(su) staff members</p> <p>Student Opportunities General email - union.opportunities@uea.ac.uk</p> <p>Student Opportunities Events and Activities Manager - Chloe Platt - chloe.platt@uea.ac.uk</p> <p>UEA Sport staff members</p> <p>Student Performance Sport Manager Joe Skeet - j.skeet@uea.ac.uk</p> <p>Student Sport Operations Manager James Raywood - j.raywood@uea.ac.uk</p>
<p>Key skills developed through the role (linked to UEA award)</p>	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Effective speaking and presentations, appropriate for specific audiences and contexts • Assertiveness and negotiation • Tactfulness and diplomacy <p>TEAMWORK & LEADERSHIP</p> <ul style="list-style-type: none"> • Co-operating and collaborating with others • Working to shared aims • Empathising with other people's position • Giving constructive feedback to a team • Taking the lead when required • Showing initiative <p>SELF MANAGEMENT & PROFESSIONALISM</p> <ul style="list-style-type: none"> • Setting priorities and juggling competing demands • Setting goals and meeting deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Identifying problems and their causes • Analysing facts and circumstances

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INNOVATION & ENTERPRISE

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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

Volunteer Title	Active Campus Officer
Summary of volunteer role	<p>The Sports Executive subcommittee is designed to be a form of student consultation and representation.</p> <p>The Sports Executive subcommittee is designed to be a form of student consultation and representation. The Active Campus Officer is a role that aims to feedback ways in which the active campus programme can be improved, and get more students and clubs involved in it</p> <p>This role also contributes towards reviewing grant requests and feeds into wider conversations with the SU and UEA Sport about ways we can improve the club and society experience for members and committee.</p>
Purpose of the volunteer position	The Sports Executive subcommittee is designed to be a form of student consultation and representation. The Active Campus Officer is a role that aims to feedback ways in which the active campus programme can be improved, and get more students and clubs involved in it
Key responsibilities	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> • Reviewing grant applications and recommending the distribution of grant funding • Advising and supporting committee members on how to get involved in the active campus programme • Bringing forward queries and ideas regarding the active campus programme • Following and upholding Students' Union and UEA Sport guidelines and protocols • Attending monthly meetings (during semester time only).
Commitment required	Must commit to attending monthly Sports Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
Number of hours training you will be required to attend in this role	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
Expectations of you and competencies	<ul style="list-style-type: none"> • Must attend training • Excellent listening and communication skills • Ability to work in a team and work autonomously • Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be • Be able to give constructive feedback on key topics

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<p>Key skills developed through the role (linked to UEA award)</p>	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Effective speaking and presentations, appropriate for specific audiences and contexts • Assertiveness and negotiation • Tactfulness and diplomacy <p>TEAMWORK & LEADERSHIP</p> <ul style="list-style-type: none"> • Co-operating and collaborating with others • Working to shared aims • Empathising with other people's position • Giving constructive feedback to a team • Taking the lead when required • Showing initiative <p>SELF MANAGEMENT & PROFESSIONALISM</p> <ul style="list-style-type: none"> • Setting priorities and juggling competing demands • Setting goals and meeting deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Identifying problems and their causes

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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

Volunteer Title	Sports Publicity Officer
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Summary of volunteer role	<p>The Sports Executive subcommittee is designed to be a form of student consultation and representation.</p> <p>The Sports Publicity Officer is a role that aims to raise the profile of clubs, encourage students to join clubs and bring ideas about how we can encourage engagement and development within clubs.</p> <p>This role also contributes towards reviewing grant requests and feeds into wider conversations with the SU and UEA Sport about ways we can improve the club and society experience for members and committee.</p>
Purpose of the volunteer position	The Sports Executive subcommittee is designed to be a form of student consultation and representation. The Sports Publicity Officer is a role that aims to raise the profile of clubs, encourage students to join clubs and bring ideas about how we can encourage engagement and development within clubs.
Key responsibilities	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> • Reviewing grant applications and recommending the distribution of grant funding • Advising and supporting committee members on how to get involved in the active campus programme • Bringing forward queries and ideas regarding the active campus programme • Following and upholding Students' Union and UEA Sport guidelines and protocols • Attending monthly meetings (during semester time only).
Commitment required	Must commit to attending monthly Sports Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
Number of hours training you will be required to attend in this role	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
Expectations of you and competencies	<ul style="list-style-type: none"> • Must attend training • Excellent listening and communication skills • Ability to work in a team and work autonomously • Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be • Be able to give constructive feedback on key topics

<p>Support available from UEA Students' Union and UEA Sport</p>	<p>If you need any further support, you can get in touch with the following people;</p> <p>Full time officers Activities and Opportunities Officer https://www.uea.su/democracy/studentofficercommittee/</p> <p>Part time officers 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 & Non Binary Place). You can find their details here - https://www.uea.su/democracy/studentofficercommittee/</p> <p>uea(su) staff members</p> <p>Student Opportunities General email - union.opportunities@uea.ac.uk</p> <p>Student Opportunities Events and Activities Manager - Chloe Platt - chloe.platt@uea.ac.uk</p> <p>UEA Sport staff members</p> <p>Student Performance Sport Manager Joe Skeet - j.skeet@uea.ac.uk</p> <p>Student Sport Operations Manager James Raywood - j.raywood@uea.ac.uk</p>
<p>Key skills developed through the role (linked to UEA award)</p>	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Effective speaking and presentations, appropriate for specific audiences and contexts • Assertiveness and negotiation • Tactfulness and diplomacy <p>TEAMWORK & LEADERSHIP</p> <ul style="list-style-type: none"> • Co-operating and collaborating with others • Working to shared aims • Empathising with other people's position • Giving constructive feedback to a team • Taking the lead when required • Showing initiative <p>SELF MANAGEMENT & PROFESSIONALISM</p> <ul style="list-style-type: none"> • Setting priorities and juggling competing demands • Setting goals and meeting deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Identifying problems and their causes

- Analysing facts and circumstances
- Breaking down an issue into component parts
- Considering new angles
- Overcoming setbacks
- Creativity in generating solutions

INNOVATION & ENTERPRISE

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

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Volunteer Title	Sports Finance Officer
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Summary of volunteer role	<p>The Sports Executive subcommittee is designed to be a form of student consultation and representation.</p> <p>The Sports Finance Officer is a project based role that aims to look in the cost and value of sport at UEA.</p> <p>This role also contributes towards reviewing grant requests and feeds into wider conversations with the SU and UEA Sport about ways we can improve the club and society experience for members and committee.</p>
Purpose of the volunteer position	The Sports Executive subcommittee is designed to be a form of student consultation and representation. The Sports Finance Officer is a project based role that aims to look in the cost and value of sport at UEA.
Key responsibilities	<p>Responsibilities in this position include:</p> <ul style="list-style-type: none"> • Reviewing grant applications and recommending the distribution of grant funding • Advising and supporting committee members on how to get involved in the active campus programme • Bringing forward queries and ideas regarding the active campus programme • Following and upholding Students' Union and UEA Sport guidelines and protocols • Attending monthly meetings (during semester time only).
Commitment required	Must commit to attending monthly Sports Executive meetings where possible. Role is flexible around university requirements and will not take up a huge amount of time.
Number of hours training you will be required to attend in this role	1 and ½ hours to attend compulsory training session for all Sports and Societies Executives.
Expectations of you and competencies	<ul style="list-style-type: none"> • Must attend training • Excellent listening and communication skills • Ability to work in a team and work autonomously • Be passionate about clubs and societies at UEA and have a drive to make them as good as they can be • Be able to give constructive feedback on key topics
Support available from UEA Students' Union and UEA Sport	<p>If you need any further support, you can get in touch with the following people;</p> <p>Full time officers</p>

	<p>Activities and Opportunities Officer https://www.uea.su/democracy/studentofficercommittee/</p> <p>Part time officers 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 & Non Binary Place). You can find their details here - https://www.uea.su/democracy/studentofficercommittee/</p> <p>uea(su) staff members</p> <p>Student Opportunities General email - union.opportunities@uea.ac.uk</p> <p>Student Opportunities Events and Activities Manager – Chloe Platt – chloe.platt@uea.ac.uk</p> <p>UEA Sport staff members</p> <p>Student Performance Sport Manager Joe Skeet – j.skeet@uea.ac.uk</p> <p>Student Sport Operations Manager James Raywood – j.raywood@uea.ac.uk</p>
<p>Key skills developed through the role (linked to UEA award)</p>	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Effective speaking and presentations, appropriate for specific audiences and contexts • Assertiveness and negotiation • Tactfulness and diplomacy <p>TEAMWORK & LEADERSHIP</p> <ul style="list-style-type: none"> • Co-operating and collaborating with others • Working to shared aims • Empathising with other people’s position • Giving constructive feedback to a team • Taking the lead when required • Showing initiative <p>SELF MANAGEMENT & PROFESSIONALISM</p> <ul style="list-style-type: none"> • Setting priorities and juggling competing demands • Setting goals and meeting deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Identifying problems and their causes • Analysing facts and circumstances • Breaking down an issue into component parts • Considering new angles • Overcoming setbacks • Creativity in generating solutions

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