



Activities Officer (an 'Officer Trustee')

The role of the Activities Officer is to support the Student Guild and societies with their diverse range of activities throughout the year. It will also mean supporting the different initiatives that impact the Student Guild and Bloomsbury Institute.

The newly elected trustees formally take up office in Autumn. These posts hold office for one calendar year or until their graduation occurs. A maximum of two terms of office (which may or may not be concurrent) can be served.

Eligible students:

- Any fully enrolled student with Bloomsbury Institute provided that have not been in office more than twice

Roles and responsibilities

- To support events that are targeted towards students who do not belong to any Society , Club or Group.
- Support the Student Guild with the Annual Anniversary Event(s)
- Working alongside the Student President to promote and fundraise for the Paraguay Educational Project
- To support the Alumni initiative
- To attend and promote any relevant event organized by Bloomsbury Institute
- To support Society / Club Leaders as and when required
- To support maintaining close relationships with relevant external contacts and organizations
- Commit to eliminating any unlawful discrimination and promote equality of opportunity for all members
- To raising awareness of issues that may affect the societies
- To uphold good practice and champion the Student Guild within the immediate and wider community
- To sign and abide by the Boards' Non-Disclosure Agreement

Benefits of the role

What will I get out of being a Trustee?

- By being an active and engaged Trustee, you will be exposed to high-level decision-making within the Student Guild. You will learn or develop skills such as formal meeting process, presenting and discussing ideas, negotiation, and debating
- You should gain a great sense of satisfaction that your contribution within the Guild has really created impact
- The Activities Officer role will expose you to organisation and event skills in addition creating campaigns
- Access to training and development tailored to the individual role
- Have an additional experience to put on your CV – it will demonstrate to potential employers that you have experience and exposure to senior-level and formal decision-making within a structured and professional organisation.

Refer to the Election Policy if you have any doubts or need more information (www.bil-guild.org)