

ARE YOU THE NEXT VICE-CHAIR OF THE COMMUNITY ACTION LEADERSHIP TEAM?

What is the Community Action Leadership Team?

Community Action includes volunteering time and hands-on help for local charities, dedicated volunteering projects led by the Community Action Leaders, and specific events and campaigns related to the UN Sustainable Development Goals (SDGs).

The Chair, Vice-Chair and CAL Leaders work closely with the SUBU Activities Team and liaise with sustainable Clubs and Societies to encourage collaboration, and help run relevant campaigns and events throughout the year.

What responsibilities does the Vice-Chair have?

- Attending CAL Team meetings, liaising with the Chair to arrange regular meetings (and occasional socials) and sending invites.
- Collecting items for meeting agendas, minuting meetings and circulating minutes shortly after.
- Supporting CAL Team projects, events and campaigns.
- Helping co-host the SUBU Volunteer Fair (October) and SUBU Refreshers Fair (February) to represent the Community Action Hub.
- Encouraged to attend the NUS Sustainability Summit (usually November) and encouraging students and other CAL Team members to attend.
- Co-organising and co-running Go Green Week, National Student Volunteer Week, and Ethical Trade Fortnight with SUBU and the Chair.
- Deputising for the CAL Chair if they cannot attend a Community Action Hub event due to unforeseen circumstances.
- Co-organising at least one community action campaign or event each semester.
- Promoting Earth Day (22 April).
- Liaising with the Community Team Communications Assistant to promote events and campaigns in a timely manner.



This role is vital and, as such, the appointed Vice-Chair needs to be fully-committed and willing to liaise and communicate with the SUBU Community Team and SUBU as a whole throughout the year.

Training is provided through the year as appropriate. Please note this is a part-time voluntary role for a BU student.



Required Attributes

If shortlisted for an interview, you will need to be able to demonstrate experience of at least 5 of these.

- Good level of time commitment and dedication (2-5 hours per week).
- Group work experience.
- Great communication skills.
- Good organisation and time/diary management.
- Friendly and approachable.
- Can-do, completer-finisher attitude.
- Passionate about community action, sustainability and volunteering.
- Willingness to recruit other students as volunteers for campaigns and projects.
- Adeptness with filling in risk assessments, other paperwork and note-taking.
- Working with a diverse range of people.
- Previous experience of volunteering.
- Ability to overcome unexpected changes to plans/schedules.

Experience Gained

- Develop leadership skills through campaigns and the SUBU Leadership Award Scheme.
- Develop time management, project management and organisational skills.
- Delegation and communication skills.
- Gain more experience and knowledge of the voluntary sector.
- Gain and develop understanding of UN Sustainable Development Goals.
- Working with a range of people from diverse backgrounds.
- Support from SUBU when you need it.

CAL Vice-Chair Benefits

- Enhances employability.
- Personal development.
- Looks brilliant on your CV.
- Make a difference in an area you care about with new friends.
- Do good and feel good!

COMMUNITY ACTION OPPORTUNITIES

**Slades Farm
Community Garden**

**Hope for Food
Soup Kitchen**

**Alzheimer's
Project**

**Conservation
Rangers**

Ecobricks

**Plastic Oceans/Straws/
Zero Waste Initiative**

**Mural
Painting**

**Beach
Champions**

**Ethical Trade
Awareness**

Apply At
www.subu.org.uk/bealeader

Community Action Team

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Talbot Campus, BH2 5BB

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SUBU SUSTAINABILITY ACTION HUB

SUBU VOLUNTEERING

SUBU COMMUNITY

