

## Student Events Assistant Volunteer Role Profile

<b>BANT Lead</b>	BANT Student Network Team Lead - Heather Chapman
<b>Team / Project / Workstream</b>	<p>The Student Network is an evergreen programme to support and engage current and future BANT student members, help them develop a community and support network, and ensure that they feel a connection with BANT during their study.</p> <p>Organising and delivering Student Tea Sessions is an important and valued part of the overall approach.</p>
<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• In working partnership with the Student Student Team Lead, devise and deliver a plan for the delivery of Quarterly Student Tea Sessions</li> </ul>
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Find &amp; secure event speakers</li> <li>• Prepare event agendas &amp; schedule the events</li> <li>• Attend &amp; facilitate the events including introduction of the speaker, supporting Q&amp;A, recording the session etc</li> <li>• Promoting the events to members through the BANT member communication channels</li> </ul>
<b>Features &amp; Benefits</b>	<p>Acting in the role, you will -</p> <ul style="list-style-type: none"> <li>• Develop confidence and capability to deliver highly interactive, engaging, fun &amp; useful group events online</li> <li>• Make new connections throughout the profession whilst searching for and engaging potential speakers</li> </ul>
<b>Knowledge, Skills, Experience, Competencies</b>	<p>Confidence &amp; experience are welcomed for:</p> <ul style="list-style-type: none"> <li>• Finding, engaging, briefing &amp; supporting event speakers</li> <li>• Speaking, presenting &amp; facilitate online events</li> <li>• Technologies used for online events e.g. Zoom, Zoom breakout rooms, Zoom recordings and similar</li> </ul>
<b>Commitments Needed</b>	<p>It is expected that you will need to commit to:</p> <ul style="list-style-type: none"> <li>• 5 hours per month, flexible for times &amp; days</li> <li>• Use of Zoom and Spreadsheet tools</li> <li>• Meeting attendance</li> <li>• 1<sup>st</sup> Monday of the month- 1hr meeting availability</li> <li>• At least one year in the role, in order to ensure opportunity to build the essential relationships among speakers and students</li> <li>• Respectful use of email messages including prompt replies</li> </ul>