

KCLSU Volunteer Role Description

Volunteer Role: **Roar editorial position**

Responsible to: **Vice President Communications
Readers of Roar**

Supported by: **VP Communications**

Summary of Post

You will be part of a group editing material for one of KCLSU's main communication tools. You will be responsible for ensuring that KCLSU's message, as published in Roar is in accordance with the KCLSU communication guidelines. You will be responsible for ensuring the quality of the content KCLSU's printed communications.

Specific Duties

- Regularly updating KCLSU officers and staff about your progress with your work, and content destined to go online.
- Attend a training session in late September (prior to the first issue), and other training offered to support you in your role.
- Contacting the editor to enquire about work to be done, copy to be edited for the next issue, or online content.
- Be responsible for the copy you are in charge of editing and return it on time, formatted to the correct guidelines (word count and format).
- Ensuring the annual handover from one committee to the next occurs and is comprehensive and effective.
- Announcing your group's meetings, including an Annual General Meeting in which elections for committee positions should occur. *This responsibility can be delegated to another specific committee member but you will remain ultimately responsible.*
- Work within an equal opportunities environment as a representative of KCLSU.
- Annual reporting of your group's activities.
- Observing any special requirements KCLSU may have from your group (such as additional health & safety controls, financial procedures/agreements, etc.).

Person Specification

- Able to support, encourage, motivate and lead other members of the Roar team, including other editors and writers.
- No formal previous experience is necessary, but a good knowledge of your group's previous activities is desirable.

- Able to work independently and as part of a team.
- Able to communicate effectively with others (written and aural).
- Able to allocate sufficient time each week to your group to ensure your group (and its committee) functions effectively.
- Negotiation skills desirable.
- Able to chair/lead meetings desirable.
- Keen interest in your own personal development and in learning and acquiring new skills.
- A commitment to Equal Opportunities.

Notes

This role description outlines the main duties of the position and is designed for the benefit of both the post holder and KCLSU in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive. This role will normally be held for the period of 12 months following a fair ballot of the group's members. KCLSU can support and advise how best to conduct a ballot for your group if requested.