# RAG Team Application Pack

## What is RAG?

RAG stands for 'Raise and Give' and that is exactly what we do. A Student-led team who spends time organising fundraising events and other activities to raise money for nominated Charities runs RAG. RAG supports students to fundraise for any registered charity of their choice as well as fundraising for their nominated charity. We also coordinate the Students' Union's efforts for national events like Red Nose Day and Children in Need.

The RAG Team is made up of the following positions: RAG Team Leader, RAG Assistant Leader, Two RAG Events Coordinators, RAG Social Media and Promotions Rep and RAG Inclusivity Rep.

## Why get involved?

Do you want to come up with creative ideas? Help to plan and run events? Think you can encourage students to dig deep and give to Charities? Then apply to be a part of our RAG Team and you could help to make a difference and be part of the transformation in student fundraising.

As you can see, there are a number of exciting roles available within the team. As a member of the RAG Team, you will be part of a dynamic student led team that, through fundraising, can make a huge difference. You will also gain many transferable skills valued in the workplace. Finally, we hope you will have fun and value the experience of making a big difference to those in need.

## Next Steps

This document is for you to use during the application process. It outlines the application process, and explains what you can expect from us. As a democratic organisation, we always ensure everything we do is transparent and professional. For more information, contact the Student Groups Assistant on, [Hannah.heskin@worc.ac.uk](mailto:Hannah.heskin@worc.ac.uk).

## Application Process

### Stage 1

Please fill out our RAG Team Application Form:

<https://worcsu.wufoo.com/forms/rag-team-application-form-202425/>

Applications open on 2rd April until 16th April.

*Please note: any applications received after the deadline date will not be considered and you must be available for all semesters of the academic year.*

### Stage 2

Your application will be reviewed by a panel of Union staff made up of a minimum of three of the following:

* The President or VP Student Activities
* Outgoing RAG Team Member
* A member of appropriate Student Union Staff

Within five working days of the application deadline, you will have been notified if your application has been successful.

### Stage 3

Successful candidates will be asked to attend an interview with the above panel.

The interviews will take place on 25th April. If you cannot attend this date, with suitable reasoning we will find another suitable upon the success of your application.

Candidates will then be informed of the outcome as soon as possible.

## Thank you for taking the time to complete this application process – Good Luck!

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| Role: RAG Team Leader | **Student Led Service:** Raise and Give Team |
| **Role Related Duties & Responsibilities:**   * Be the first point of contact for the RAG Team, liaising with VP Student Activities and relevant SU staff members. * Lead the team ensuring members are fulfilling their duties and responsibilities, delegating tasks and leading team meetings. * Support the Events Coordinators in the organisation of RAG events and RAG Week. * Outreach to the wider community and businesses to source donations for events. * Outreach to local or national charities, as well as the student chosen focus-charity for the academic year to collaborate on events or projects. * Coordinate the organisation of charitable collections run by the RAG Team. * Support all Societies, Clubs, Networks, and Individuals in the running of their fundraising events and activities. | **Time Commitment:**  Varying throughout the year with an average of 5-10 hours a week |
| **Desirable Qualities:**   * Good organisational skills * Driven and motivated * Good leadership skills * Good communication skills * Able to balance multiple projects at once |
| **Duties and Responsibilities of all RAG Team members:**   * Attend monthly meetings with the Students’ Union and/or the University, as well as attending committee training, one-to-one meetings, All Students’ Meeting and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you. * Liaise with the Students’ Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters. * Supporting the Students’ Unions Visions, values, and priority campaigns. * Adhere to WSU policies and procedures. | **Benefits:**   * Gain a wide range of practical skills that will make you more employable * Practical experience of organising a team and putting on events * Relevant training/on-going personal development * Qualify towards the Worcester Award and V Record. * Gain experience in community work * Fundraising Experience |
| **Skills gained:**  Participating in this opportunity will enable you to develop and practice the following skills:   * Communication skills - conveying intended meanings from one entity or group to another. * Organisation skills – be clear about what you do and gain how to make sure all aspects are taken care of. * Teamwork – you will be working collaboratively with a group of people in [order](http://www.businessdictionary.com/definition/order.html) to [achieve](http://www.businessdictionary.com/definition/achieve.html) a [goal](http://www.businessdictionary.com/definition/goal.html). * Leadership skills – as Team Leader you will learn how to lead a group of individuals. | |

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| Role: RAG Team Assistant Leader | **Student Led Service:** Raise and Give Team |
| **Role Related Duties & Responsibilities:**   * Work with the Team Leader to lead the RAG Team, ensuring they are fulfilling their duties and responsibilities. * Take accurate minutes at team meetings and ensure that they are circulated to relevant people. * With support from the Students’ Union Finance Team, provide budget forecasts for RAG Team Events to ensure events are financially viable. * Support the Events Coordinators in the organisation of RAG events and RAG Week. * Support all Societies, Clubs, Networks, and Individuals in the running of their fundraising events and activities. | **Time Commitment:**  Varying throughout the year with an average of 5-10 hours a week |
| **Desirable Qualities:**   * Great organisational skills * Driven and motivated * Good leadership skills - KEY * Good communication skills * Able to balance multiple projects at once |
| **Duties and Responsibilities of all RAG Team members:**   * Attend monthly meetings with the Students’ Union and/or the University, as well as attending committee training, one-to-one meetings, All Students’ Meeting and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you. * Liaise with the Students’ Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters. * Supporting the Students’ Unions Visions, values, and priority campaigns. * Adhere to WSU policies and procedures. | **Benefits:**   * Gain a wide range of practical skills that will make you more employable * Practical experience of organising a team and putting on events * Relevant training/on-going personal development * Qualify towards the Worcester Award and V Record. * Gain experience in community work * Fundraising Experience |
| **Skills gained:**  Participating in this opportunity will enable you to develop and practice the following skills:   * Communication skills - conveying intended meanings from one entity or group to another. * Organisation skills – be clear about what you do and gain how to make sure all aspects are taken care of. * Teamwork – you will be working collaboratively with a group of people in [order](http://www.businessdictionary.com/definition/order.html) to [achieve](http://www.businessdictionary.com/definition/achieve.html) a [goal](http://www.businessdictionary.com/definition/goal.html). * Financial Management – you will learn skills around managing finances | |

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| Role: RAG Team Events Coordinator | **Student Led Service:** Raise and Give Team |
| No of Places: 2 |
| **Role Related Duties & Responsibilities:**   * Coordinate the organisation of a variety of RAG Team fundraising events, liaising with the Students’ Union. * Develop the Student Union’s RAG Week, planning a variety of events for the student nominated charity. * Support all Societies, Clubs, Networks, and Individuals in the running of their fundraising events and activities. * Providing the SU Crew with volunteering opportunities. * Communicating with volunteers before, during, and after events to ensure they know what their responsibilities are, that they are having a positive experience. * Ensure everyone has a great and safe experience and all students are made to feel welcomed and involved. They will ensure there are no barriers to participation for students when fundraising. | **Time Commitment:**  Varying throughout the year with an average of 5-10 hours a week |
| **Desirable Qualities:**   * Good organisational skills * Driven and motivated * Creativity * Good communication skills * Able to balance multiple projects at once. * Good leadership skills |
| **Duties and Responsibilities of all RAG Team members:**   * Attend monthly meetings with the Students’ Union and/or the University, as well as attending committee training, one-to-one meetings, All Students’ Meeting and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you. * Liaise with the Students’ Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters. * Supporting the Students’ Unions Visions, values, and priority campaigns. * Adhere to WSU policies and procedures. | **Benefits:**   * Gain a wide range of practical skills that will make you more employable. * Practical experience of organising a team and putting on events * Relevant training/on-going personal development * Qualify towards the Worcester Award and V Record. * Gain experience in community work * Fundraising Experience |
| **Skills gained:**  Participating in this opportunity will enable you to develop and practice the following skills:   * Communication skills - conveying intended meanings from one entity or group to another. * Organisation skills – be clear about what you do and gain how to make sure all aspects are taken care of. * Teamwork – you will be working collaboratively with a [group](http://www.businessdictionary.com/definition/group.html) of people in [order](http://www.businessdictionary.com/definition/order.html) to [achieve](http://www.businessdictionary.com/definition/achieve.html) a [goal](http://www.businessdictionary.com/definition/goal.html). * Creativity & Problem Solving – developing a range of different events to engage diverse range of students. | |

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| Role: RAG Team Social Media & Promotions Rep\* | **Student Led Service:** Raise and Give Team |
| **No of places:** 2  *\*The responsibilities of this role can be split into Social Media Rep & Promotions Rep if needed* | |
| **Role Related Duties & Responsibilities:**   * Be responsible for the marketing and promotion of RAG activities, working with the Union’s Marketing and Communications team, when appropriate. * To be the lead team member for organising and delivering your stall at the Welcome Fair. * Make sure all charitable events are promoted through essential social media platforms and posters are created for big events, such as RAG week. * Communicate information about events and activities in a timely manner using the most appropriate means e.g., email, social media posts and other methods. * Respond to queries that the RAG Team receive via social media in a professional and timely manner. * Give students the opportunity to provide their feedback following events or ideas for future events. | **Time Commitment:**  Varying throughout the year with an average of 5-10 hours a week |
| **Desirable Qualities:**   * Good organisational skills * Driven and motivated * Creativity * Good IT skills * Good communication skills * Knowledge of social media * Able to balance multiple projects at once. * Good leadership skills |
| **Duties and Responsibilities of all RAG Team members:**   * Attend monthly meetings with the Students’ Union and/or the University, as well as attending committee training, one-to-one meetings, All Students’ Meeting and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back. * Liaise with the Students’ Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters. * Supporting the Students’ Unions Visions, values, and priority campaigns. * Adhere to WSU policies and procedures. | **Benefits:**   * Gain a wide range of practical skills that will make you more employable. * Practical experience of organising a team and putting on events * Relevant training/on-going personal development * Qualify towards the Worcester Award and V Record. * Gain experience in community work * Fundraising Experience |
| **Skills gained:**  Participating in this opportunity will enable you to develop and practice the following skills:   * Communication skills – providing accessible information in a concise and engaging way. * Organisation skills – be clear about what you do and gain how to make sure all aspects are taken care of. * Teamwork – you will be working collaboratively with a [group](http://www.businessdictionary.com/definition/group.html) of people in [order](http://www.businessdictionary.com/definition/order.html) to [achieve](http://www.businessdictionary.com/definition/achieve.html) a [goal](http://www.businessdictionary.com/definition/goal.html). * Creativity – developing a range of different events to engage students in fundraising. | |