



# Events Coordinators

**Events Coordinators** (1 roles available)

**Estimated hours:** 4 hours per week (term time only)

Winchester Hub is looking for a new Events Coordinator to join our committee! This is a great role for a student passionate about student social action and wants to help support Winchester Hub to build awareness of our projects. You will develop skills in event planning, time management, communication, problem-solving and fundraising in the non-profit sector. You would be working as part of the Winchester Hub student committee, who will support you in your events throughout the year. **You do not need to have volunteered with Winchester Hub in order to apply for this role.**

**All responsibilities have the potential to take place in-person and remotely (subject to government guidelines). If you have any questions or concerns about this, please contact [hello@winchesterhub.org](mailto:hello@winchesterhub.org) for more information.**

## Responsibilities:

- Help think of, create, plan and run 2-3 events per term to raise awareness of social issues at Winchester and of Winchester Hub.
  - Previous events have included panel events, TriTable Challenge and Food Waste Cafes
- Work closely with the Fundraising & Finance co-ordinators and staff to run fundraising events.
- Work with Project Coordinators to run information events at key volunteer recruitment periods.
- Work with the Communication officers to advertise for events.
- Take photos at events, which can then be included in our marketing materials.
- Ensure that event attendance is recorded for impact data.

## The ideal student will:

- Be enthusiastic about social action and Winchester Hubs' work!
- Have good communication with the rest of the Winchester Hub student committee and the staff team.
- Be enthusiastic about developing events and thinking of potential fundraising strategies for Winchester Hub.
- Be organised and able to manage several events being planned at once.
- Have great time management and planning skills.
- Have good knowledge of the University of Winchester and the student body.

Please note, if you are interested in applying but feel you haven't developed these skills yet, we still want to hear from you! We believe this is a good development opportunity for you, how about giving us a ring or emailing us to have a chat about the role?

Number: 01962 827624

Email: [hello@winchesterhub.org](mailto:hello@winchesterhub.org)





# Fundraising & Finance Coordinators

**Fundraising & Finance Co-ordinators** (1 role available)

**Estimated hours:** 4 hours per week (term time only)

Winchester Hub is looking for a new Fundraising and Finance coordinator to join our committee! This is a great role for a student passionate about student social action and wants to help support Winchester Hub to build awareness whilst raising money for our projects. You will develop skills in time management, communication, problem-solving and fundraising in the non-profit sector. You would be working as part of the Winchester Hub student committee, who will support you in your fundraising efforts throughout the year. **You do not need to have volunteered with Winchester Hub previously in order to apply for this role.**

## Responsibilities:

- Work closely with the Events coordinators and staff to run fundraising events and sponsored events (3 events per term, previous events have included raffles, pub quizzes, Christmas Hub Fair and movie marathons)
- Reach the yearly community fundraising target

Although running fundraising events has often been the main focus of this role, there will also be opportunities to:

- Support the development of our community fundraising strategy
- Support Project coordinators to fundraise for their specific projects
- Write 2-3 small funding bids for Winchester Hub (with support from staff)

## The ideal student will:

- Be enthusiastic about social action and Winchester Hubs' work!
- Have good communication with the rest of the Winchester Hub student committee and the staff team.
- Be enthusiastic about developing events and thinking of fundraising strategies for Winchester Hub.
- Be organised and able to manage several events being planned at once.
- Have great time management and planning skills.
- Have good knowledge of the University of Winchester and the student body.

Please note, if you are interested in applying but feel you haven't developed these skills yet, we still want to hear from you! We believe this is a good development opportunity for you, how about giving us a ring or emailing us to have a chat about the role?

Number: 01962 827 624

Email: [hello@winchesterhub.org](mailto:hello@winchesterhub.org)

**Interested in applying? Head to our website where you'll find our application form:**

<https://www.winchesterhub.org/activities/join-our-committee>