

Job Description of Cambridge RAG President

Start date	1 st August 2012
End date	30 th June 2013
Salary	£14,400 pro rata
Holiday	30 days <i>pro rata</i> including bank holidays
Location	Cambridge Students' RAG Appeal Old Examinations Hall Free School Lane Cambridge CB2 3RF
Hours	40 hours per week including statutory breaks
Further information and to apply	Email the current RAG President, Kirsty Potter, at president@cambridgerag.org.uk , or telephone 01223 330 286
Recommended reading	RAG Constitution and Standing Orders for Elections (Annex A) RAG Employment Policy <i>Downloadable from www.cambridgerag.org.uk/about/governance-structure/</i> Terms of employment RAG handover notes (in progress) <i>Obtainable on request from the current RAG President</i>
Training	Attendance of some RAG events prior to the end of Lent Term is strongly recommended for applicants lacking prior experience on the RAG committee. A handover period will be arranged during May/June between the outgoing and incoming Presidents.
Line manager	The President is employed by the Chair and Senior Treasurer of Cambridge RAG and is answerable to its Executive Committee, of which they are a member. As the only employee, the President is largely expected to self-manage. Beyond this, their line manager is the Chair. The Central Treasurer enacts RAG's obligations to HMRC as an employer, and handles salary payments and deducts tax at source. Employment of the President is overseen by the Senior Treasurer.
Applications procedure	Appointment is by election by the RAG Administrative Committee, which convenes for a General Meeting including the election on March 11 th . Election procedures are detailed in Annex A of the RAG Constitution. Applications for the post should be made in writing, preferably by email, by 6 p.m. on Sunday February 26 th at the latest. Applicants should submit a CV and a covering letter and will be required to attend an interview with a panel including the current RAG President, a summary of which will be distributed to the Administrative Committee prior to the General Meeting on March 11 th . At the election, candidates will be required to speak for up to five minutes and then answer questions from the floor. A candidate unable to attend the election may arrange for a proxy to represent them but this is not recommended if avoidable. The results will be announced the same evening and a job offer made. Candidates may submit a one-page manifesto for distribution prior to the election as well.

The duties include, but are not limited to:

- Sitting on the RAG Executive Committee and Administrative Committee
- Organising an Administrative Committee and ensuring its early and efficient functioning in all aspects of RAG
- Being responsible for the co-ordination and organisation of RAG activities, in partnership with other members of the Administrative Committee
- Identifying areas of RAG activity which are struggling or likely to encounter problems, and working with the Executive Committee to address them in a timely manner
- Ensuring the smooth running of the RAG Office
- Liaising with the three treasurers regarding the keeping of financial records
- Liaising with charities regarding the disposal of proceeds and the arrangement of events
- Planning and running existing events and introducing new ones where deemed appropriate
- Updating/replacing handover notes and giving adequate training to the next RAG President

Job requirements:

- Versatility- the activities of this job are highly varied
- Flexibility on working hours- as the only non-volunteer in a committee full of students with degree commitments you could find yourself taking on any aspect of the running of RAG at relatively short notice
- Ability to work with a wide range of people, including students, local businesses, charity reps and corporate and local council contacts
- Ability to communicate verbally and in writing with said range of people promptly and comprehensively
- Ability to work in solitude and as part of a team
- Patience and perseverance
- Ability to learn quickly
- Basic computer literacy, including Microsoft Word and Excel
- Creativity and originality

Additional qualifications which are beneficial to the job

- A driver's licence held for over two years and without endorsements
- Prior experience with Cambridge RAG or other student voluntary organisations
- Experience working with or in the charity sector
- Intermediate computer literacy, including website editing
- Experience handling and managing accounts

What you stand to gain from this job

- The opportunity to make a significant difference to a wide range of good causes
- Development and application of a wide range of transferable skills
- Opportunities to attend various conferences and training courses
- Insight into the operation of the charitable sector and the academic sector
- A strong inroad into a further career in the highly competitive charitable sector
- The opportunity to develop and implement your own ideas
- Experience in running an office environment