

## Treasurer

### **Southampton Hub is looking for a treasurer for the committee for 2021 - 2022.**

This role would be ideal for a student who is interested in managing funds for a charity and getting experience in the third sector. It is also a great role for someone wanting to develop skills in fundraising, leadership, and budgeting. You do not need to have volunteered with Southampton Hub previously in order to apply for this role but we would expect a commitment to our mission to mainstream student social action.

**Commitment:** 1.5+ hours per week.

### **Responsibilities:**

1. To be an active member of the Southampton Hub Committee, going to weekly meetings, promoting the Hub and encouraging volunteer fundraising;
2. To get familiar with how to use SUSU's Money Hub account, and be a signatory and manage funds coming in and out of the account.
3. To support Southampton Hub to meet its yearly fundraising target by organising fundraising events
4. To help promote Southampton Hub at the University of Southampton and in the wider community
5. To support the Southampton Hub committee with key recruitment periods throughout the year
6. Scope out potential new trusts and foundations Southampton Hub could apply for.

### **The ideal candidate will be:**

1. Be enthusiastic about social action and Southampton Hubs' work;
2. Have good communication with the rest of the Southampton Hub student committee and the staff team
3. Be friendly, approachable and welcoming to new volunteers and the project coordinators.
4. Have excellent time management and organisational skills
5. Be motivational

If you would like to talk in more detail about the role, please contact Sophie on [hello@southamptonhub.org](mailto:hello@southamptonhub.org) and she will arrange a phone call with you.

Head to our [website](#) or apply [here](#).