

SOCIAL SECRETARY

- Job title:** Social And Events Officer
- Time Commitment:** 2-3 hours per week, more leading up to an event.
- Requirements:** Excellent organisational skills and the ability to work with to a tight deadline leading up to an event.
- About us:** Our concept is anchored in an idea, that running is an emotional journey that can not only be shared with others but actually benefit the whole community. RIOT brings athletes of all shapes and sizes together with a vision to run, train, laugh, cry, share and above all give back to the community in a way that creates a legacy for all involved.
- About the role:** As Social Secretary you would lead and co-ordinate our social events, including the booking of venues, liaising with the Social Media Officer, Club Secretary and Treasurer such as: AGM, Summer BBQ/Party, Halloween Run, Christmas Party. Come up with other opportunities to offer connection for our members.
- As Events Officer – you would also co-ordinate with other RIOT committee members and wider club members for events such as: R12, RIOT Adventure Race, F24 & Christmas Eve run, Hardy Half Marathon and other RIOT Events that may follow.
- Responsibilities:**
- Plan, organise and promote socials and events for club members working with the Core Committee to ensure that Events and Socials align with club's priorities and promote club engagement and participations
 - Work with the Treasurer to sell tickets for events and assist with making other arrangements such as putting deposits down for club meals, hiring venues, etc
 - Working with the Core Committee (Chair, Treasurer and Secretary) to secure sponsorship for the club
 - Ensure that the club is inclusive and welcoming to people of all backgrounds and does not discriminate
 - Ensuring that suitable standards of behaviour are kept at all club socials, and that the club is represented in a positive light at all events
 - Work with/sit on Hardy Half Committee
- Candidate requirements:**
- Excellent writing skills
 - Well-organised
 - Attention to detail with regard to member activity
 - Creative ideas
 - Team player
 - Ability to pull teams together
 - Can-do attitude with Practical aptitude