

# EQUIPMENT & SAFETY

## OFFICER

Average weekly time  
commitment: 2-3 hours

### What is the role?

Responsible for organising club equipment

### We are looking for someone who:

- Wants to give back to their club and/or sport
- Is passionate about improving NTU Sport
- Has an interest in developing project management skills
- Creative and innovative

### What skills will you develop?

- Organisation
- Budgeting
- Communication
- Adaptability
- Auditing

### What are the perks?

- Leave a lasting legacy within your club
- Opportunities for future career development and support
- Tailored support from NTU Club Development Officer / Head of Sport
- Comprehensive role-specific training and guidance
- A key role within NTU Sport and an opportunity to make a difference
- Official university record of extra-curricular achievements (Higher Education achievement record)
- Opportunity to purchase a bespoke committee-only shirt

### Main responsibilities:

- Be an ambassador for NTU Sport's values: Pride, Unity, Respect.
- Produce an annual equipment inventory & submit this document to the Club Development Officer by the deadline provided
- Store & maintain all equipment in accordance with manufacturers & governing body guidelines
- Keep accurate & up to date safety records of regular equipment checks in the club Logbook
- Ensure that all equipment issued for an activity is safe for use
- Arrange for the repair and disposal of unsafe equipment in consultation with the Club Development Officer.
- Arrange, with the Club Development Officer & Treasurer, for the purchase & replacement of items of capital equipment
- Understand how to access support during an emergency and where to get further support from the university.
- Attend committee meetings and the Annual General Meeting (AGM)
- Co-create and contribute to the implementation of the Club Development Plan.

### Next steps:

- Nominate yourself!
- Nominations are open: 12pm (midday) Monday 10 February - 12pm (midday) Friday 21 February.
- Election voting: 12pm (midday) Friday 7 March – 12pm (midday) Thursday 13 March via the NTSU app.
- If elected, you must attend Committee Welcome on Thursday 24 April.

**Pride. Unity. Respect.**