

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
- Adapatabilty
- Auditing

Main responsibilities:

- Be an ambassador for NTU Sport's values: Pride, Unity, Respect.
- Produce an annual equipment inventory & submit this document to the SDO 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 & disposal of unsafe equipment in consultation with the SDO
- Arrange, in conjunction with the SDO & 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) 12th February - 12pm (midday) 23rd February
- Election voting: 8pm 7th March – 12pm (midday) 15th March via the NTSU app
- If elected, you must attend Committee Ready training in term 3 (date TBC)

What are the perks?

- Leave a lasting legacy wihtin your club
- Opportunities for future career development and support
- Tailored support from NTU Sport 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

Pride. Unity. Respect