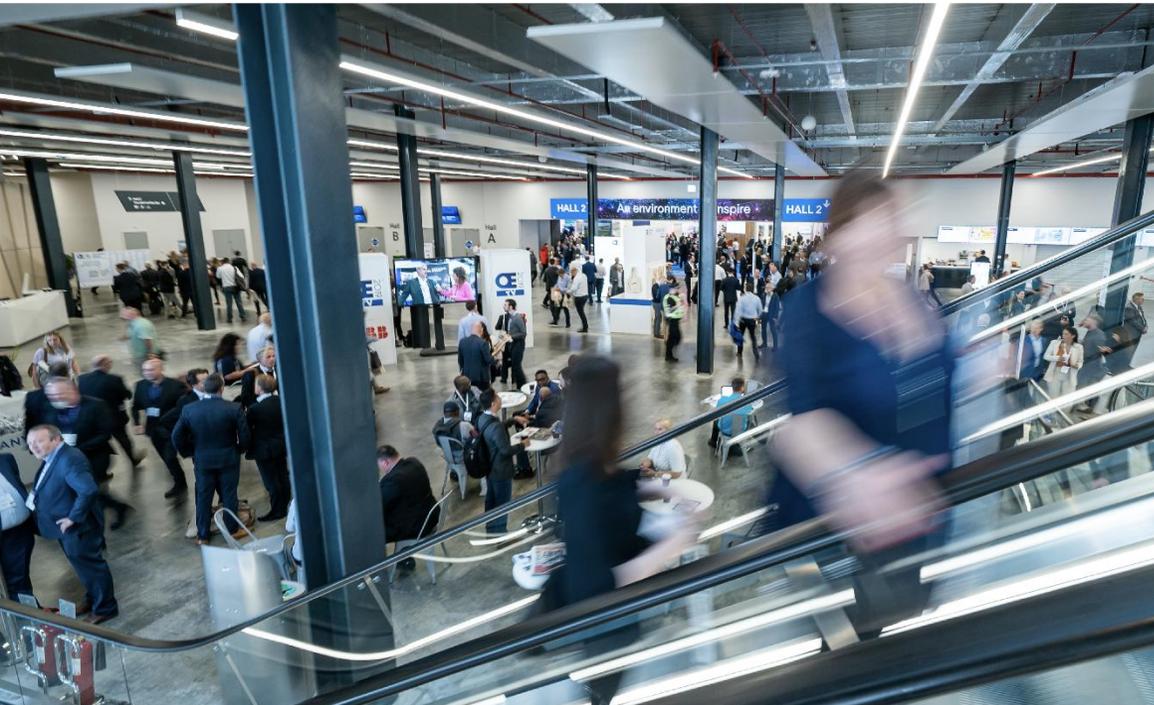




Aberdeen Section

All you need to know about volunteering with the Young Professionals Committee!



To volunteer, request more information or simply chat about volunteering with the YPs, please email Gillian at aberdeen.admin@spe-uk.org



Aberdeen Section

About the Young Professionals Committee...



The YP Committee empowers energy professionals aged 35 and younger, to connect with senior peers and mentors, develop essential professional and soft skills, and gain valuable insights for career advancement through a diverse range of technical and social/networking events and programs.

If you'd like to expand your career horizon, why not join us for one of our forthcoming events to find out more! Check out our upcoming events [here](#) – our events are open to all, not just YPs! Also visit our dedicated [YP webpage](#) here for information on the types of events and activities we deliver.

Please note that Section Officer and committee positions require current SPE Membership. Roles advertised here may not be vacant however there is plenty to get involved in!

Volunteer Role Description

Committee Chair

- ▶ Oversees and coordinates Young Professional events and programs.
- ▶ Presides over YP committee meetings.
- ▶ Oversees the appointment of all YP leaders and replaces committee members as needed.
- ▶ Communicates regularly with other section officers; committee chairs; and YP leaders.
- ▶ Encourages members to participate in YP events & activities.
- ▶ Attends monthly Section Board meetings, submits committee reports, and manages YP operating budget.
- ▶ Reports on challenges, issues and assistance required to obtain support from the board.

How much time will this take? Up to 6-8 hours per week. Officer roles are usually held for two years.

Where do I have to go? It depends on the event or activity. Eg SPE Board meetings are currently held at the Douglas Hotel in Aberdeen.

Will I be alone? The committee you build, and the wider SPE Aberdeen board, will be available to support you.

Do I need a specific skillset? Organisation, initiative, communication and social skills, leadership as well as a track record of developing your involvement within SPE Aberdeen.

What do I get out of it? Make an impact on YPs and students while developing your own soft skillset.



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Volunteer Role Description

Committee Vice Chair

- ▶ Serves as a proxy for the Chair in times of absence.
- ▶ Assists chair as required, purview extends to all YP responsibilities.
- ▶ Succeeds current chair upon completion of their term.

How much time will this take? Up to 6-8 hours per week. Officer roles are usually held for two years.

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Will I be alone? The committee you build, and the wider SPE Aberdeen board, will be available to support you.

Do I need a specific skillset? Organisation, initiative, communication and social skills, leadership, as well as a track record of developing your involvement within SPE Aberdeen.

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Volunteer Role Description

YP Communications Leaders

- ▶ Promotes upcoming activities & events through social media and creates content for broadcast email to the membership.
- ▶ Creates promotional pictures and posters for social networks (LinkedIn).
- ▶ Updates content for YP webpage, logos, slides, pro-formas, banners etc.
- ▶ Liaises with MMC (Membership & Marketing Committee) officers regarding brand alignment.

How much time will this take? Up to 3-5 hours per week.

Where do I have to go? It depends on the event or activity. Committee meetings are usually held online but events may be held at various venues around Aberdeen.

Will I be alone? Your co-lead, committee officers and the wider committee will support you.

Do I need a specific skillset? Organisation, initiative, media/graphic skills.

What do I get out of it? Make an impact on YPs and students while developing your own soft skillset.



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Volunteer Role Description

YP Events Leaders

- ▶ Leads various aspects of event planning and organizing.
- ▶ Serves as primary contact for the speakers/companies/charities.
- ▶ Establishes goals for programming based on the technical and developmental needs of YPs.
- ▶ Ensures the event's physical facilities or virtual aspects are in order.
- ▶ Ensures the event is properly announced and publicized.
- ▶ Ensures events adhere to section event guidelines.
- ▶ Maintains all accounting records, including deposits and payments related to the event.
- ▶ Reports to the YP Committee in debriefing meetings and implements feedback for future events.

How much time will this take? Up to 3-5 hours per week.

Where do I have to go? It depends on the event or activity. Committee meetings are usually held online but events may be held at various venues around Aberdeen.

Will I be alone? Your co-lead, committee officers and the wider committee will support you.

Do I need a specific skillset? Organisation, initiative, communication and social skills.

What do I get out of it? Make an impact on YPs and students while developing your own soft skillset.

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Volunteer Role Description

YP Sponsorship Lead

- ▶ Ensures YP analytics are tracked and documented: attendance, feedback, and impact.
- ▶ Leverage above to seek sponsorship across the industry.
- ▶ Liaise with other Energy Societies for advice and possible synergies/collaborations.

How much time will this take? Up to 3-5 hours per week.

Where do I have to go? Mostly online. Committee meetings are usually held online. Seeking sponsorship may require meeting with potential industry supporters.

Will I be alone? Your committee officers, and the wider committee, will support you.

Do I need a specific skillset? Organisation, initiative, social skills, persistence and communication, influencing skills.

What do I get out of it? Make an impact on YPs and students while developing your own soft skillset.



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Volunteer Role Description

YP Webinar Lead

- ▶ Lead webinar events.
- ▶ Potential to expand offering – other SPE sections, event offering.
- ▶ Technical sessions: industry experts explain role/toolkits/workflows.
- ▶ Lunch and learn sessions from workspace.

How much time will this take? Up to 3-5 hours per week.

Where do I have to go? Mostly online. Committee meetings are usually held online. Seeking sponsorship may require meeting with potential industry supporters.

Will I be alone? Your committee officers, and the wider committee, will support you.

Do I need a specific skillset? Organisation, initiative, social skills, digital know-how.

What do I get out of it? Make an impact on YPs and students while developing your own soft skillset.



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Volunteer Role Description

YP Social and Networking Events Lead

- ▶ Lead Social events such as:
- ▶ Annual summer BBQ
- ▶ Movie Screening
- ▶ Christmas/Halloween Party
- ▶ Others (Pub Quiz?,...)
- ▶ Annual Dinner

How much time will this take? Up to 3-5 hours per week.

Where do I have to go? Mostly online. Committee meetings are usually held online. Seeking sponsorship may require meeting with potential industry supporters.

Will I be alone? Your committee officers, and the wider committee, will support you.

Do I need a specific skillset? Organisation, initiative, social skills (personable, approachable and actively building on networking skills).

What do I get out of it? Make an impact on YPs and students while developing your own soft skillset.



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Volunteer Role Description

YP TechTours Lead

- ▶ Lead TechTour setup and delivery
- ▶ Actively seek opportunities for YP TechTours

How much time will this take? Up to 3-5 hours per week.

Where do I have to go? Mostly online. Committee meetings are usually held online. Seeking sponsorship may require meeting with potential industry supporters.

Will I be alone? Your committee officers, and the wider committee, will support you.

Do I need a specific skillset? Organisation, initiative, communication skills,

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