



Hitch Reps 2011



This is a short introduction to being a Rep at your university – the importance of Reps to LCD, the responsibilities involved and the skills you gain as a result.

Why does LCD have Hitch Reps?

The work of our Hitch Reps is fundamental to the success of the Hitch. The event continues to grow spectacularly every year, and we wouldn't be able to raise as much money as we do, or offer such a high level of support and safety to Hitchers, without the hard work of our Hitch Reps. From leading the initial recruitment drive in your university, to offering face-to-face support at socials and fundraising events and then helping coordinate Health & Safety briefings, the Reps play a key role in every aspect of organising, promoting and supporting the Hitch. We simply couldn't do it without them!



And what do Hitch Reps gain from the experience?

Invaluable transferable skills, great memories, new friends, a real sense of responsibility and achievement...and lots of fun and entertainment! Not only that, but it looks really impressive on your CV and can really enhance your job prospects – keep reading for more about the skills you'll gain and how to put them to good use.

What are your responsibilities as a Hitch Rep?

Being a Hitch Rep will provide you with countless fond memories and should constitute one of your biggest achievements at university. The role requires a fair amount of dedication and hard work – we estimate that being a Rep should take up around 5 hours of your time each week, occasionally more during busy periods like Freshers' Fayre, or while organising a fundraising event / social.

Each Rep brings their own skills and style to the role, and the nature of being a Rep varies depending on the size and character of your region. However, there are some tasks that will await all of you over the months to come:

- Reporting to the Events Team: maintaining regular communication with the Events Officers is absolutely vital to the success of the Hitch in your region – you must be proactive in reporting your progress (both successes and problems) so we can offer guidance and support where necessary.
- Attending three training sessions a year: held in September, December and an evaluation session in June (4 days in total – your travel and accommodation expenses will be paid)

- Publicising the Hitch (and LCD) - coordinate publicity pushes at Freshers' Fayre, through posters and leaflets on campus, via the university media etc.
- Recruiting Hitchers - organise information meetings, contact mailing lists and hold sign-up competitions and offer incentives.
- Supporting registered Hitchers – organise partner-finding socials, offer tips and motivation to Hitchers and answer queries in the run up to event
- Fundraising – organise fundraising events e.g. street collections, bag packs, quiz nights, car-washing in your Hitch region.
- Financial record-keeping – you will be responsible for managing and spending a regional budget, including providing regular financial reports and receipts to the Events Officers.
- Health & Safety briefings – every Hitcher must receive a regional H&S briefing, and it's your job to coordinate and publicise these briefings in your region, and report back to the Events Officers on who has/hasn't attended.
- Regional send-offs – ensure that all Hitchers in your region are adequately prepared (H&S briefing, required paperwork etc.) and organise a regional send-off event for publicity and Hitcher solidarity purposes.
- Evaluation: at the end of the year we ask you to write a full report on the Hitch in your region and help us choose the new Hitch Reps for 2011!

What can I gain from being a Hitch Rep?

You will gain a huge amount from being a Hitch Rep for LCD, developing both personally and professionally as a result. The amount of effort you put in and the experience you acquire can be used to enhance your CV, and in applications for future employment.

Once you have completed your time as a Rep, LCD will be delighted to act as a referee for any future job applications, and will advise you on how to incorporate the skills and experience gained into your CV. You will also be given first refusal on the internships we offer throughout the year.

Skills you will gain include:

- The ability to recruit, support and motivate a team of fundraisers
- A good understanding of the publicity and promotional requirements of organising an event
- Presentation skills (both designing and delivering)
- The ability to co-ordinate and run meetings
- Experience of working to deadlines
- Setting, meeting and potentially exceeding challenging targets
- To work within a strict budget
- Project management skills



- The ability to arrange media coverage for an event and the ability to produce press-releases
- To manage a grant, carry out financial record-keeping and to produce regular financial reports for the Events Officers
- To demonstrate good people and communication skills
- To demonstrate a conscientious and reliable nature
- To gain corporate in-kind sponsorship e.g. fundraising prizes, vouchers etc.

And finally, what some of our former Reps are doing now...

Sophie Gordon (Leeds) has completed an MA at SOAS: “My work for LCD is still probably one of the strongest selling points on my CV as it is so different from everything else and shows quite a bit of responsibility and organisation which employers are always looking for.”

Patrick Douglas (Manchester) is now a project coordinator for an NGO called Right To Play working in a refugee camp on the Thai Burma border.

Tim Service (Oxford) is working as an equity analyst at an investment bank in London: “I do quite a bit of interviewing for graduate and intern level recruitment now, and there's no doubt that it adds a lot of credibility to an application if you can see (a) someone has done something worthwhile and constructive with their extra-curricular time at university, rather than solely spending their time in pub! and (b) its a great opportunity to show evidence of so-called 'soft skills' like project management, delivering on targets, motivating people etc etc”.

Mike Zywina (Nottingham) was a Rep in 2006 and 2008, and is now Events Manager at LCD, coordinating the Hitch on a national level at 18 UK universities.

