



St Mary's  
University  
Twickenham  
London



## ROLE DESCRIPTION

**Please note these roles are only open to current St Mary's students**

<b>Department:</b>	Sport St Mary's
<b>Role Title:</b>	SIMMSActive Media Officer
<b>Responsible to:</b>	Club Sport Officer SIMMSActive President
<b>Salary:</b>	Voluntary (contains paid opportunities at £11.81/hr)
<b>Working Hours:</b>	N/A
<b>Closing Date:</b>	Wednesday 15 <sup>th</sup> May 2019

### **Background:**

SIMMSActive is St Mary's University recreational sports programme that delivers inclusive and enjoyable weekly sessions to the student body, as well as hosts key annual events such as 'Simmie Girls Can'.

Over the last few years, the SIMMSActive has continued to diversify the activities delivered, whilst trying to engage as many students as possible. In 2018/19 SIMMSActive engaged over 300 students in sport and/or physical activity throughout the year.

We are now putting together a small SIMMSActive Committee that will oversee the development of the recreational programme, as well as set and deliver key aims and objectives. We are looking for students who are proactive, energetic and enthusiastic to lead the programme and drive SIMMSActive forward. All members of the Committee will be voluntary, however the SIMMSActive workforce are required to deliver opportunities that arise throughout the year that will be paid at £11.42/hr; these opportunities include, but are not limited to, Simmie Girls Can Week & Hall Stars.

If you are a passionate individual that is looking for an extremely rewarding role then we want to hear from you!

## Main Duties

1. Work within the SIMMSactive Committee, ensuring all members are fulfilling their roles and contributing to the development of the programme
2. To be an ambassador for SIMMSactive, positively promoting the programme and encouraging participation
3. Work alongside the SIMMSactive President to develop, deliver and review a SIMMSactive communications plan
4. Work alongside the SIMMSactive Events Officer to coordinate physical and digital media and marketing material for all annual events
5. Regular create content for and update social media channels including Facebook, Twitter and Instagram
6. Innovate new and exciting opportunities to engage students within the SIMMSactive programme; for example blogs and videos
7. To be a positive role model and advocate for student health and well-being
8. Communicate effectively with the Club Sport Officer and SIMMSactive Committee
9. Attend training and supervision sessions as and when required
10. Carry out administrative duties as necessary
11. To undertake any other duties that the SIMMSactive Committee deem appropriate

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to A-Level standard or above	✓	
DBS dated within 3 years, or willing to achieve prior to starting the role	✓	
Coaching/Sport leader qualification, or willing to work towards during the role		✓
Valid First Aid Certificate, or willing to work towards during the role		✓
<b>Experience, Skills and Training</b>		
Excellent communication skills	✓	
Excellent organisational skills	✓	
Excellent interpersonal skills and the ability to deal effectively with a wide range of people	✓	
Self-motivated and able to work independently	✓	
Experience of producing digital and physical media and marketing material	✓	
Experience of volunteering/working in a sports environment		✓
<b>Personal Characteristics/Behaviours</b>		
Interest in media, marketing and communications	✓	
Enthusiastic, energetic and approachable	✓	

Commitment to the principles of equal opportunities	✓	
Strong team player	✓	
Ability to work independently, as well as part of a team	✓	
Vibrant, fun, confident personality	✓	

### **Additional benefits of the role**

- Excellent work experience that will hugely benefit those who wish to pursue a career in sports development, media, marketing, teaching, coaching and other sports or media-related careers
- Gain an insight and understanding of sports development and sports marketing
- Access to training and personal development opportunities (e.g. First Aid, Safeguarding Children etc.)
- Invaluable experience for your CV, working within a sports department
- Being part of a growing and enthusiastic SIMMSactive team
- Mentoring support from Club Sport Officer
- References available on request

### **How to Apply:**

To apply please submit your CV and cover letter (maximum 1 side of A4) to [alex.turnbull@stmarys.ac.uk](mailto:alex.turnbull@stmarys.ac.uk). In addition to explaining your interest in and suitability for the post, your application should also detail why you are applying for the role.

All candidates will receive a response via email with successful candidates being invited to an informal interview, and practical session, prior to the end of the 2018/19 academic year.

Applicants should note that if successful they will need to complete a DBS and an induction prior to commencing their role.