

Job Description

Job Title:	Sports Media Assistant
Department/Division/Faculty:	Move Imperial/Imperial Athletes/Campus Services/FOGIT
Campus location:	Ethos Sports Centre/Remote
Job Family/Level:	Casual
Responsible to:	Melissa Steingass
Key Working Relationships (internal):	Campus Services Communications, Sports Development Team, Active Lifestyles Team, Sports Operations Team, Head of Sport, ICU
Key Working Relationships (external):	BUCS, National Governing Bodies, Kit supplier
Contract type:	Casual (up to 20 hours a week)

Purpose of the Post

This role is for a recent graduate or someone with relevant skills in the sector of Sports Media and Marketing. This role will provide support to the Move Imperial and Imperial Athletes team to deliver social media, digital and print communications and marketing, working in tandem with the Campus Services Communications team. This is a great opportunity to get practical experience within the field of social media, digital communications and Higher Education sport.

Key Tasks/Responsibilities

- Develop creative content for the Move Imperial & Imperial Athletes social media platforms and website, including promotional material, and news and events updates
- Ensure content across the Move Imperial & Imperial Athletes social media platforms and website is kept up-to-date and on-brand
- Support the growth of Move Imperial & Imperial Athletes social media platforms in followers, engagement and impressions
- Provide administrative support to the Sports Development, Active Lifestyles and Sports Operations teams
- Support the Campus Services Communications team in the delivery of communications plans
- Support the Campus Services Communications team in producing digital and print marketing materials when required
- As required, provide logistical support for College wide sports events including Varsity and Sports Awards
- Support the Sport Development Team with organising events that tie into the strategy and Active Imperial such as Healthy Living Week, Mental Health Awareness Week, Varsity, Sport Awards and others
- Any other tasks required as directed by your line manager

Person Specification	
Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following	
Education	
Currently studying or educated to degree level or equivalent in a relevant field	E
Experience	
Experience of utilising and developing social media platforms for an organisation	E
Experience of website updates	E
Highly proficient in social media posting and engagement	E
Experience in designing digital and/or print communications materials	E
Administrative experience	D
Knowledge	
Trends in the social media industry	E
Promotional techniques	E
Skills & Abilities	
Ability to manage own time and prioritise tasks	E
Good administrative/organisational skills	E
Self-motivated and the ability to use own initiative	E
Ability to communicate effectively with a variety of customers	E
Knowledge and skills of the Adobe Creative Suite, specifically InDesign, Illustrator and Photoshop	D

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

- 1) Champion a positive approach to change and opportunity
- 2) Encourage inclusive participation and eliminate discrimination
- 3) Communicate regularly and effectively within and across teams
- 4) Consider the thoughts and expectations of others
- 5) Deliver positive outcomes
- 6) Develop and grow skills and expertise
- 7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory (standard/enhanced/enhanced for regulated activity) Disclosure and Barring Service check will be required for the successful candidate.

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Further information about the DBS disclosure process can be found at <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> or by telephoning 0870 90 90 811. You may also wish to view the College's policy statements on the [Recruitment and Employment of Ex-Offenders](#) and the [Secure Storage, Use, Retention & Disposal of Disclosures and Disclosure Information](#)

The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/>

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff involved with this work show due consideration at every level.

<http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/>

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.

27 April 2021