

Job Title:	Wellbeing Project Assistant (Placement role)
Department/Division/Faculty:	Property
Campus/Location:	South Kensington & White City
Responsible to:	Wellbeing Officer
Key Working Relationships (Internal):	Move Imperial, Imperial College Union, Education departments, Property services
Key Working Relationships (External):	External facility users, Local Authorities, health and wellbeing providers, partnered support services, external facilities
Contract type:	Placement role for academic year 2026 / 2027 (minimum of 9 months) Full time

Purpose of the Post

To support the Wellbeing team in the delivery of an innovative social sport and events programme dedicated to supporting our student community such as Active Halls and Stress Less. Develop new active challenges to engage our community across our several campuses.

Coordinate our social sport programme, Just Move, throughout the academic year across all of our Imperial campuses. Assist our student sport Activator offering through recruitment, training and general support.

Support the running of engaging and informative social media platforms to support student engagement in our wellbeing programmes.

Key Responsibilities

- Deliver wellbeing events and programmes to our student community using an insight-led approach
- Coordinate the delivery of our Just Move timetable across Imperial campuses
- Monitor and report on attendance at delivered events and programmes
- Gather feedback from our student community who attend our events and programmes
- Support our exam season offerings with events, activities and campaigns in partnership with other support services across Imperial
- Develop our active challenge offering across Imperial to engage with our community
- Support the programming of instructors required for the delivery of activities
- Support our student activators with training and queries
- Plan and deliver engaging content on our social media platforms

General

- To answer, in a polite manner, general enquiries from members of the public, whether by telephone, in person or ASK, giving information on opening hours, facilities, memberships and booking procedures.
- To represent the department at meetings, as and when required and to provide advice and support as appropriate.
- Any other appropriate duties as designated by the Head of Sport Development

We are committed to supporting the student to work towards any specific course requirements. Reasonable and necessary expenses will be reimbursed.

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following	
Education	
Currently studying for a fitness, sports or wellbeing related degree or equivalent	D
Wellbeing based qualification	D
Experience	
Experience of delivering sport and or wellbeing activities	E
Experience of working in a higher education environment	D
Experience of working in a sports environment	D
Experience of coordinating programmes of activity	E
Experience of coaching/instructing	D
Knowledge	
Knowledge of how the Health & Safety Legislation apply to a Sports Environment	E
Understanding of Wellbeing trends across the sport and leisure sector	E
Knowledge of behaviour change techniques to support individuals to achieve their goals	D
Understanding of running physical activity programmes to improve student activity levels	E
Skills & Abilities	
Able to communicate and work effectively with range of people	E
Good administrative/organisational skills	E
A good understanding and experience of Microsoft Office tools	E
Ability to manage own time and prioritise tasks	E

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 [Imperial Values & Behaviours framework](#). Our values are:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

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.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender re-assignment, sex, or sexual orientation. We are an [Athena SWAN Silver Award](#) winner, a [Disability Confident Leader](#) and a [Stonewall Diversity Champion](#).