**IMPERIAL COLLEGE LONDON**

**JOB DESCRIPTION**

Job Title: Sports Activator  (General)

Department: Move Imperial

Grade: £16.17/hour (£14.43 + Holiday pay) - Casual Worker

Responsible to: Wellbeing Manager/Wellbeing Officer

Internal Contacts: Wellbeing Officer, Sports Development Manager

**Function of Post**

Our main vision is to make every member of the college community more active.

This post will play a pivotal role in supporting our goal of enabling every member of our community to do 150+ minutes of physical activity each week. This post will give students the opportunity to develop their leadership, communication and organisational skills through supervising and running multi-sports activities on our recreational sport and wellbeing programmes across various campuses.

Hours are flexible to work around your schedule, but we ask that you commit a minimum of 3 hours per week. Programmes are subject to change each term but [visit our website](https://www.imperial.ac.uk/sport/move-more/just-move/) for a rough idea of when sessions run, and what kind of activities Just Move provides.

**Key Tasks/Responsibilities**

* Be an ambassador for the benefits of physical activity and leading an active lifestyle
* Positively promoting our recreational sport and wellbeing programmes including:
* Just Move – our wellbeing programme that runs different activities across different campuses, every day during term time
* Active Challenges – pop up events that aim to promote and highlight Move Imperial activities
* Events – one off events for things such as Movember or University Mental Health day
* Carry out both on-campus and online promotion of our programme with resources provided
* Create a welcome and inclusive environment at sessions to ensure participants have a positive experience and return to future sessions
* Help develop, promote and run sports activities to ensure high levels of participation
* Collect project data including participant numbers and details, feedback, comments and photographs and videos
* Provide regular updates to the Wellbeing Officer and provide feedback to improve the programme offering especially across different campuses
* Keep accurate records of hours worked, providing the Wellbeing Manager with completed online time sheets through Power Apps on a weekly basis for authorisation
* Attend all sessions and other promotional activities wearing the uniform provided by Move Imperial
* Communicate clearly and effectively with other student activators and the programme leads

**PERSON SPECIFICATION**

[**Imperial Expectations**](http://www3.imperial.ac.uk/hr/procedures/support/opportunities/expectations)

These are the 7 principles that Imperial leaders, managers and supervisors are expected to follow:

1. Champion a positive approach to change and opportunity
2. Communicate regularly and effectively within, and across, teams
3. Consider the thoughts and expectations of others
4. Deliver positive outcomes
5. Encourage inclusive participation and eliminate discrimination
6. Support and develop staff to optimise talent
7. Work in a planned and managed way

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| **REQUIREMENTS** | **Shortlisting**  **Criteria** |
| **Experience/Education** |  |
| * Running sports activities * Coaching/leadership qualifications | Desirable  Desirable |
| **Equal Opportunities** |  |
| * Understanding of Equal Opportunities within the context of a student leisure environment | Essential |
| **Knowledge/Skills/Ability** |  |
| * Good Communication Skills, both written and verbal * Good I.T. Capabilities, including knowledge of Microsoft Office package * Reliable and trustworthy with personal data, understanding of GDPR * Time management * Ability to motivate and inspire people to become more active * Ability to work and communicate with a diverse range of people * Willingness to learn new skills * Understanding of the link between physical activity and wellbeing. | Essential  Essential    Essential    Essential  Essential    Essential  Essential  Essential |

**Perks and benefits**

* Free Ethos gym membership (please note if you don’t take up any work with us for four weeks consecutively this membership will be cancelled – excluding non-term times)
* Move branded Kit
* Team building days and potential development opportunities
* A chance to win a £100 voucher for ‘activator of the term’ each term.

Applicants must be available for interview during the week commencing 03/06/24. To apply for the role please email a CV and covering letter outlining your suitability for the role to Ross McConnell at [r.mcconnell@imperial.ac.uk](mailto:r.mcconnell@imperial.ac.uk) . The closing date for applications is Sunday 26 May 23:59.

Please note you will not receive an update on your application until after the closing date Sunday 26 May.

For an informal discussion about the role please e-mail Ross McConnell [r.mcconnell@imperial.ac.uk](mailto:r.mcconnell@imperial.ac.uk)

***To observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Imperial Expectations (for new leaders, managers and supervisors), Information Technology, Private Engagements and Register of Interests, and Smoking.***

***To undertake specific safety responsibilities relevant to individual roles, as set out on the College Website Health and Safety Structure and Responsibilities page (http://www3.imperial.ac.uk/safety/policies/organisationandarrangements).***

***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 adhere to the principles set out in its Equal Opportunities in Employment Policy, Promoting Race Equality Policy and all other relevant guidance/practice frameworks.***