

IMPERIAL COLLEGE LONDON

JOB DESCRIPTION

Job Title:	Sports Activator
Division:	Campus Services
Department:	Sport Imperial
Grade:	£15.58/hour (£13.91+ Holiday pay) - Casual Worker
Responsible to:	Wellbeing Manager
Internal Contacts:	Wellbeing Officer, Sports Development Manager, Sports Partnership Administrator, Ethos Centre Manager, Ethos Duty Managers, Students, Staff, Student Union

Function of Post

Imperial College London, in partnership with Move Imperial have recently launched our new [Sport and Physical Activity Strategy](#) 'The Future Of...' which sets out our aims and ambitions over the next five years. 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.

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
 - Active Challenges
 - Events
 - Health & Wellbeing campaigns
- 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
- Provide regular updates to the Wellbeing Officer and provide feedback to improve the programme offering especially across different campuses
- Shall 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

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](#) for a rough idea of when sessions run.

PERSON SPECIFICATION

Imperial 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

REQUIREMENTS	Shortlisting Criteria
Experience/Education	
<ul style="list-style-type: none"> • Running sports activities • Coaching/leadership qualifications 	Essential Desirable
Equal Opportunities	
<ul style="list-style-type: none"> • Understanding of Equal Opportunities within the context of a student leisure environment 	Essential
Knowledge/Skills/Ability	
<ul style="list-style-type: none"> • 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 	Essential Essential Essential Essential Essential Essential

To apply for the role please email a CV and covering letter outlining your suitability for the role to Abby Sanderson a.sanderson@imperial.ac.uk. The closing date for applications is Monday 14 August 23:59.

For an informal discussion about the role please e-mail Abby Sanderson a.sanderson@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.