

Role Description

Title:	Sport Participation Assistant
Responsible to:	Sport Brighton Participation Officer
Contract & hours:	Term-time only; Casual-basis (1-4hrs per week variable, subject to change)
Location:	Campus-based; Brighton (Falmer, Grand Parade or Moulsecoomb) or Eastbourne
Hourly Rate	£8.31
Additional Benefits:	<p>Work as part of a fun and thriving team. Meet new people and make a difference to sport and recreational activities at your University.</p> <p>Other benefits include; Parklife t-shirt, personal targets, mentoring and support throughout your time working with us.</p>
Role summary:	<ul style="list-style-type: none">✓ To work as part of the Parklife promotion team on your campus, with a focus on increasing student and staff participation in the programme.✓ To help raise brand-awareness of the Sport Brighton programmes amongst the student body.
Key responsibilities, main tasks and activities:	<ul style="list-style-type: none">✓ To actively promote the Parklife programme across the campus using a variety of engagement tools.✓ To collect student feedback and report back to the line manager.✓ Show innovation and be creative in order to increase student engagement.✓ To assist with any large scale events run by Parklife.✓ Work in partnership with other team members, to share ideas and best practice when appropriate.✓ To attend training days and courses when required.✓ To aid with programme data capture and 'Upshot'.
General Information:	<p>The post-holder shares with all colleagues the responsibility:</p> <ul style="list-style-type: none">✓ To make suggestions to improve the working environment within their area of work.✓ To comply with all aspects of the Health and Safety Policy and arrangements.✓ To work within an equal opportunities framework and to be committed to professional development.

This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Person Specification

Personal

Friendly and enthusiastic with a 'can do' attitude	Essential
Self-motivated and willing to undertake training and development opportunities	Essential
Ability to work independently and as part of a team	Essential
Honest and reliable	Essential
Previous experience working within a marketing environment	Desirable

Achieving results

Ability to work towards set goals and targets	Essential
Ability to take responsibility for assigned tasks	Essential
Ability to work as part of a team to achieve shared results	Essential

Communication

Excellent verbal skills	Essential
Ability to communicate effectively with a wide range of people including both students and staff	Essential
Cultivates open trusting relationships inside and outside the organisation and within his/her respective team	Essential

Organisation

Excellent time management skills	Essential
Ability to meet deadlines and perform under pressure	Essential
Ability to complete tasks methodically and efficiently	Essential

If you are interested in becoming part of the team, please apply with an up-to-date CV along with a covering letter (500 words max') which clearly outlines how your skills and experience can assist in promoting the available activity timetables.

Please ensure you state for which campus you are applying.

Applications should be sent for the attention of Dominic Onions to d.onions@brighton.ac.uk no later than 5pm, Friday 24th August.

Interviews will be confirmed individually for early September.

For information on the Parklife programme and Sport Brighton please visit our websites www.parklifeplay.co.uk and www.brighton.ac.uk/sport