

SPORTS UNION INTRAMURAL SPORT OFFICER – ROLE DESCRIPTION

This document should provide information on the volunteer role of Sports Union Intramural Sport Officer.

If you have any queries with regards to this position, please e-mail the Sport Participation Activator (nwells@ed.ac.uk).

Role Title:	Sports Union Intramural Sport Officer
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Responsible to:	Sports Union Vice President Intramural Sport / Sports Union Intramural Sport Coordinator
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Requirements to run:	Must be a Member of the Intramural Sport programme.
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Recommended skills / experience:	<p>Evidence of previous involvement with Intramural Sport.</p> <p>Be a pro-active, and enthusiastic, individual who has the ability to work unsupervised and as part of a team.</p> <p>Ideally candidates will have been an IMS team Captain, Club Rec Officer or Society Sports Secretary.</p> <p>Knowledge of fixture scheduling.</p> <p>Strong Computing and IT skills, as well as excellent attention to detail.</p> <p>Excellent communication, organisational and planning skills.</p>
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Responsibilities:	<p>Sitting on the Intramural Sport Committee; contributing to policies, solving problems and helping to develop the programme.</p> <p>Collaborating with the Sports Coordinator and Executives on the review of procedures and rules of their intramural sport for the year.</p> <p>Assisting with the Intramural Sport stand at the Sports Fair if required.</p> <p>Acting as a representative and communication link between team captains and the Sports Union.</p> <p>Looking to increase participation through signposting.</p> <p>Collecting content from their sport, to increase publicity.</p> <p>Offering advice to team captains who may be struggling with organisation.</p>
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Time commitment:	<p>Approx. 1 hour per academic week</p> <p>Be able to attend various Sports Union meetings throughout the year.</p>
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