**SPORTS UNION INTRAMURAL SPORT OFFICER – JOB 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 eusu.vpim@ed.ac.uk.

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| **Role Title:** | Sports Union Intramural Sport Officer |
| **Responsible to:** | Sports Union Vice President Intramural Sport / Sports Union Intramural Sport Coordinator |
| **Requirements to run:** | Must be a matriculated student of the University and a Member of the Intramural Sport programme. |
| **Recommended skills / experience:** | Evidence of previous involvement with Intramural Sport.Shall have awareness of previous Intramural Sport league structures and organisation. Be a pro-active, and enthusiastic, individual who has the ability to work unsupervised and as part of a team.**Ideally candidates will have been an IMS team Captain, Club Rec Officer or Society Sports Secretary.** **Knowledge of fixture and league scheduling.****Strong Computing and IT skills, as well as excellent attention to detail.** **Excellent communication, organisational and planning skills.** |
| **Key responsibilities:** | **Will sit on the Intramural Sport Committee; contributing to policies, solving problems and helping to developing intramural sport****Responsible for assisting the Sports coordinator and Executives in the planning of fixtures, and rules of their intramural sport for the year.** **Assist with the Intramural Sport stand at the Sports Fair.** **Aid the communication between team captains and acting as a representative.** **Look to increase participation. Examples include: working with the relevant club, using Sports Fair sign ups to form new teams and EDex events.** **Collate content from their sport, to increase publicity.** **Assist and offer advice to team captains who maybe struggling with organisation.**  |
| **Time commitment:** | 3 hours per academic weekBe able to attend various Sports Union meetings throughout the year. |