

INTRA-MURAL CO-ORDINATOR

The role of the Intra-Mural Coordinator is a very active position, that involves working closely with the Vice President of Intra-Mural and SU Sports Coordinators on setting up fixtures and running the IM programme. This role requires and encourages good organisation and time management. The remit has now extended and includes working with an intra-mural sub-committee, to look at the development of IM sport.

“This exec position allows you to be creative with the direction in which you want to take it in, with the support from the rest of exec and SU along the way. It's been a great year, with a lot of responsibility!” Marina Sergeeva IM Coordinator 2013-14

Essential	Desirable
Experience	
<ul style="list-style-type: none"> • Dedication to the improvement of the University' sporting offer and its delivery. 	<ul style="list-style-type: none"> • Evidence of previous involvement with Intra-Mural sport.
<ul style="list-style-type: none"> • Shall have awareness of Sports Union structure and organisation 	<ul style="list-style-type: none"> • Experience of fixture / league planning / event management
<ul style="list-style-type: none"> • Ability to contribute to Sports Union policy discussion surrounding the provision of IM Sport / Sport for Fun / Physical Activity 	
Skills and Attributes	
<ul style="list-style-type: none"> • The ability to contribute to Sports Union policy 	
<ul style="list-style-type: none"> • A confident, approachable and pro-active individual, with the ability to work unsupervised and as part of a team 	<ul style="list-style-type: none"> • Working knowledge of web publishing / web content management software
<ul style="list-style-type: none"> • Strong Computing and IT skills 	
<ul style="list-style-type: none"> • Excellent communication, organisational and planning skills 	
<ul style="list-style-type: none"> • Must be able to work closely with SU Sports-Coordinator, Vice President Intramural and President 	
Time Commitment	
<ul style="list-style-type: none"> • Must be able to attend Sports Union Executive Meetings (Monthly, evenings), as well as other commitments as and when they arise 	
<ul style="list-style-type: none"> • Should be able to contribute up to 4 hrs / week to the role, as well as some time during the summer months to coordinate and plan events and leagues for the coming year 	Commit more time with the Vice President Intramural to work on the development of Participation Sport.
<ul style="list-style-type: none"> • Must be available during the day on Monday to administrate the weekly IM sporting offer with SU Sports Co-Ordinator 	
Responsibilities	
<ul style="list-style-type: none"> • Member of a small team charged with the delivery of all aspects of IM Sport plus Sundays of Sport / Sports Day / Varsity matches 	Sit on the Participation Committee to work on engaging more students in sport at Edinburgh University.
<ul style="list-style-type: none"> • Work with the VP Intramural to deliver the annual Intramural programme of Leagues, Cups and One Day Tournaments. 	Lead on the development of the annual Intramural programme of events.
<ul style="list-style-type: none"> • Responsible to Sports Union VPIM, Executive Committee, Intra-Mural Sports Association, and membership 	