



## SPORTS UNION MEDIA OFFICER – JOB DESCRIPTION

This document should provide information on the volunteer role of Sports Union Media Officer.  
If you have any queries with regards to this position please e-mail [Sports.President@ed.ac.uk](mailto:Sports.President@ed.ac.uk).

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**Role Title:** Sports Union Media Officer

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**Responsible to:** Sports Union President  
Sports Union Executive Committee  
Sports Union Membership

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**Requirements to run:** Must be a matriculated student of the University at the time of election and during time in role.

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**Recommended skills / experience:** Experience of use of a number of media and publicity sources.  
An awareness of Sports Union structure and organisation.  
Strong communication, organisational, planning, and delegation skills.  
Experience with web design / content management software, social media marketing, word processing (including editing skills) and graphics packages.  
Pro-active, and enthusiastic, individual who has the ability to work unsupervised and as part of a team.  
Must be committed, and able to contribute time and effort to the role.  
Dedication to the improvement of the University's sporting offer.

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**Key responsibilities:** Shared responsibility for the publicity and media of all facets of the Sports Union, through a number of channels.  
Work closely with the Communications & Events Coordinator on weekly publicity and media initiatives.  
Chair of a Sports Union Media Team and liaison with the Intramural Media Officer.  
May be invited to sit on other working planning groups, and should contribute to SU Strategic Planning with respect to development of Publicity.  
Contribute to and support various campaigns throughout the year, such as: Mental Health Wellbeing Week and LGBT+ History Month.

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**Time commitment:** 8-10 hours per week throughout the academic year.  
Be able to attend various Sports Union meetings throughout the year.

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