

## Participation Officer Job Description

The Participation Officer shall have responsibility to promote participation to all students through a joined-up approach encompassing the Sports Union various programs and processes. Whilst not necessarily part of the day-to-day running of the SU, the role is a vital part of the Executive Committee as it is their job to ensure that the SU continues to grow and increase the number of students engaged in University sport. The primary function of the role is to promote sport to all students within the university, with focus on engaging those students who are not currently participating at any level. There is also plenty of scope to be involved with disability development, equality and diversity projects and several other campaigns the sports union may be involved with or leading.

<b>Essential</b>	<b>Desirable</b>
<b><u>Experience</u></b>	
Experience of promoting student sport at University – e.g. through leadership positions in a club or intramural team	Experience of helping at Sports Union events
Shall have awareness of Sports Union structure and organisation	
<b><u>Skills and Attributes</u></b>	
The ability to contribute innovative ideas towards Sports Union policy, especially with regards to disengaged student groups	
A confident, approachable and pro-active individual, with the ability to work unsupervised and as part of a team	
Good Computer and IT skills. Competent across multiple platforms.	
Excellent communication, organisational and planning skills	
Be able to work closely with SU Staff, SU President, Vice-President and all members of the Executive committee in order to assist them in their areas.	
<b><u>Time Commitment and Responsibilities</u></b>	
Should be able to contribute up to 8 hrs / week to the role, as well as some time during the summer months to coordinate and plan events and projects for the coming year.	Contribute to the development of a comprehensive Sports Union Participation sport program, and assist with the delivery of the inclusion workshops

<p>Must be able to attend Sports Union Executive Meetings (one evening Monthly), and give regular updates on the progress of their work to the Development Committee.</p>	<p>Assist the President with the development and delivery of the Sports Union Diversity and Equality workshops and initiatives</p>
<p>Should be available to help in the deliverance of SU events, such as SU ball, Varsity, Charity Events etc.</p>	<p>Also be able to take a leading role in the organisation of SU Events.</p>
<p>Analyse SU data (e.g. club membership, attendance at events, email sign-ups at fresher's fair, intra-mural participation) to promote sport to target groups, and conduct research into barriers to accessing university sport.</p>	<p>Assist the Vice-President and Sports Co-ordinator – Volunteering and Events with the delivery of EDex and Stressbusters, and contribute to the development of these programs</p>
<p>Overall responsibility for running the annual This Edinburgh Girl Can campaign to highlight and celebrate female participation in sport</p>	<p>Plan new and innovative methods of increasing student engagement.</p>
<p>Assess and develop the SU's progress in meeting the targets in its Mental Health Charter action plan, in collaboration with the Sport Program Manager.</p>	