

SPORTS UNION PARTNERSHIPS & ALUMNI OFFICER – JOB DESCRIPTION

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

Role Title: Sports Union Partnerships & Alumni Officer

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

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

Recommended skills / experience: Experience of working with Alumni through their club.
An awareness of Sports Union structure and organisation.
Experience of attracting sponsorship for a club or programme.
Strong communication, organisational, and planning skills.
Pro-active, and enthusiastic, individual who has the ability to work unsupervised and as part of a team.
Good computer and IT skills, and understanding.
Ability to represent the Sports Union and its work to a number of contacts.
Must be committed, and able to contribute time and effort to the role.
Dedication to the improvement of the University' sporting offer.

Key responsibilities: Assist clubs in the planning, event, and following review of their Alumni days, with the help of the Student Alumni Committee.
Manage club donations, in conjunction with the Development and Alumni Office.
Maintain strong links between the Sports Union and Alumni.
Help with fundraising and gifts in kind for key events.
Supporting clubs in obtaining and maintaining partnerships.
Working with appropriate charities and other organisations.

Time commitment: 6-8 hours per week throughout the academic year.
Be able to attend various Sports Union meetings throughout the year.
