

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 developing partnerships 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.
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 with their alumni engagement and in the planning, event, and following review of their Alumni days.
Chair the Alumni Fund panel and manage club donations, and meet regularly 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 the Sports Union and clubs in obtaining and maintaining partnerships.
Work with the Communications & Events Coordinator to promote the Sports Union to external partners.
May be invited to sit on other working planning groups and should contribute to SU Strategic Planning with respect to development of Partnerships and Alumni.

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