

Position Title	Media Volunteer
Department	University of Birmingham Sport (UBS)
Responsible To	Marketing Team

ROLE SUMMARY

University of Birmingham Sport provides up-to-date news on the progress of the University's 55 sports clubs, The Extra Mile volunteer programme, participation programmes, Performance Centre and sports scholars. This includes creating content for the UBSport website, Community Buzz magazine and social media, as well as supporting with events, photocalls and interviews. We are looking for an enthusiastic, approachable student with a talent for sports writing to provide support to the PR and Media function of UBSport.

MAIN DUTIES

- ✓ Collating and reviewing match reports sent through from clubs, and editing these reports and news articles to ensure suitability for release, e.g. writing up sports stories from Wednesday BUCS matches
- ✓ Contacting UBSport club captains and coaches to collect relevant information such as quotes, photos and content
- ✓ Uploading stories to the UBSport News page
- ✓ Creating social media content for the UBSport accounts
- ✓ Collecting relevant information for UBSport publications from University clubs, scholars, volunteers and staff
- ✓ Interviewing students, alumni and staff for relevant media releases or news stories
- ✓ Supporting with events
- ✓ Supporting the PR Executive with additional tasks such as organising photocalls, commentating, creating player profiles, live-streaming, and editing additional news stories outside of BUCS matches
- ✓ Work with other student ambassadors to promote and preview upcoming BUCS fixtures

BENEFITS

- ✓ The opportunity to work alongside PR, media and marketing professionals
- ✓ Experience marketing, events and promotional experience
- ✓ Development of communication skills
- ✓ First-hand role in enhancing the student experience
- ✓ Free gym membership for the Sport & Fitness Club
- ✓ Branded Player Layer UoB kit

SKILLS NEEDED

- ✓ Excellent interpersonal skills: confidence to approach and talk to all members of staff and students, ability to pick up details quickly and speak knowledgeably on relevant topics
- ✓ Interviewing skills
- ✓ Excellent writing and proof-reading skills
- ✓ Confidence to work autonomously and in a team
- ✓ Time-management
- ✓ Reliable
- ✓ Positive and enthusiastic attitude for all tasks
- ✓ Would particularly suit someone interested in pursuing a career in sport and/or marketing, media or journalism

ESTIMATED COMMITMENT

- ✓ *Approximately 3-5 hours per week in the Sport offices during term time (September to June), although flexibility is required for some additional hours (e.g. events)*
- ✓ *Review meetings with UBSport PR Executive*
- ✓ *If you are interested please provide CV, covering letter and a 500 word sport story as an example of work (e.g. match report or feature) to Harriet Cockill, PR Executive on H.Cockill@bham.ac.uk*
- ✓ *You must be available for a minimum of two days within Welcome Week (23rd – 29th September), as well as University of Birmingham Undergraduate Open Days on September 14th and Saturday 19th October.*

For a bit more information, [check out what one of our previous volunteers](#), Bonnie had to say about her experience!

Dates of interviews will be advised on receipt of application. Applicants will need to be available to start the role from week commencing Monday 30 September (exact date will be advised).