



Media Volunteer Opportunity (Sport)

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. 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.

Tasks

- Collating and reviewing match reports sent through from clubs
- Contacting UBSport club captains and coaches to collect relevant information such as quotes, photos and content
- Sub-editing match reports and news articles to ensure suitability for release, e.g. writing up sports stories from Wednesday BUCS matches
- 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

Benefits

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

Skills required

- 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
- Time-management
- Ability to work independently
- Reliable
- Positive and enthusiastic attitude for all tasks
- Would particularly suit someone interested in pursuing a career in sport and/or marketing

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)
- Fortnightly 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 by 9am on Monday 11th September

Interviews are due to take place w/c 18th September/ 25th September so please include your availability for these weeks in your application.