



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, 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.

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
- Supporting the PR Executive with additional tasks such as organising photocalls, creating player profiles and editing additional news stories outside of BUCS matches

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 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
- 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

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

For a bit more information, check out what [last year's volunteer, Bonnie](#) had to say about her experience!

Dates of interviews will be advised on receipt of application. The official start date for the role will be 1 October 2018.