

Job Title: Intramural Sport (IMS) Executive

Reporting to: IMS Coordinator

Contract Type: Voluntary

Our Intramural Sport (IMS) programme is one of the largest campus league programmes in the country. Every year over 3,500 students take part in our leagues and one-day tournaments in 12 different sports. Competitive, social and all based on campus, IMS is a great way to stay fit and meet new people.

The programme is led by student volunteers - our IMS Executive - who gain invaluable experience in organising, managing and promoting our leagues and events.

We're now looking to appoint our team for the **2024/25** season - please see below for more details.

Benefits of being part of the IMS Executive:

- Complimentary annual UoN Student Sport & Fitness Membership
- Branded Player Layer kit
- Team socials
- Discount on annual Crisis pass (TBC)
- 1-2-1 mentoring on fortnightly basis from the IMS Coordinator
- Great experience to showcase on your CV for future job applications

The current roles that are available are:

- **Sport specific Team**
 - IMS Badminton
 - IMS Basketball
 - IMS Football M
 - IMS Football W
 - IMS Hockey
 - IMS Netball
 - IMS Rugby
 - IMS Table Tennis
 - IMS Volleyball
- **Marketing Team**
 - Content Lead (x1)
 - Social Media Lead (x1)

Sport specific roles: Job description

To effectively support the development, delivery and management for one of our IMS sports.

Successful candidates will play a key role in supporting the IMS Coordinator and Chair in establishing the growth of the programme and supporting a pathway for students to take part in sport on campus.

Main duties and responsibilities (supported by our IMS coordinator)

1. Lead on the recruitment of teams for your sport.
2. Organise and the coordinate leagues for your sport.
3. Work collaboratively with team captains to ensure leagues are filled, teams have enough players and that fixtures are played.
4. Be responsible for the recruitment and deployment of referees.
5. Ensure the delivery and management of Codes of Conduct/Practice and Disciplinary Policies are consistent and duly adhered to by IMS participants.
6. Proactively anticipate and respond to queries from students.
7. Support the delivery of the IMS All Stars event: organise trial dates, recruit and select players, and coordinate fixtures.

Skills and experience:

- Knowledge of the IMS offer and programmes.
- Energy, enthusiasm and intrinsically motivated.
- Understands what students want from IMS.
- A willingness to be at fixtures.

Marketing roles

Supported by the IMS coordinator and UoN Sport's marketing team

Main duties and Responsibilities (Content Lead)

1. Lead on creating engaging digital content to promote the IMS programme to students and raise the profile of the IMS programme both on and off campus.
2. Develop creative ideas, including but not limited to photography, videography and copy, to engage audiences with IMS
3. Liaise with the IMS Social Media Lead and other IMS Executive to create content for the @uon_ims channel.
4. Liaise with the UoN Sport marketing team to generate IMS content for the main @uonsport channels.
5. Help shape marketing campaigns targeted to students involved in the IMS programme.
6. Act as an ambassador to drive awareness of the IMS and UoN Sport brands.

Main duties & responsibilities (Social Media Lead)

1. Create and manage a calendar of social media activity on the @uon_ims social media channel.
2. Liaise with the IMS Content Lead and other IMS Executive to collate and distribute content and messaging on the @uon_ims channel.
3. Liaise with the UoN Sport marketing team to generate and deliver IMS content for the main @uonsport channels.
4. Help shape marketing campaigns targeted to students involved in the IMS programme.
5. Act as an ambassador to drive awareness of the IMS and UoN Sport brands.
6. Proactively respond to all enquiries received via @uon_ims channels.
7. Monitor, analyse and report on the performance of digital activities.

Skills and experience:

- Knowledge of the University of Nottingham Sport offer and IMS programmes.
- Passionate about sport and encouraging others to take part.
- Attention to detail.
- A willingness to be at fixtures(Wednesday afternoons and weekends)
- Photography and video editing skills (Content Lead).
- Experience of promoting events or campaigns via social media, either personally or for an organisation (Social Media Lead)

Closing date: 12pm on Friday 16 February - [apply online here](#).