

## Job Description

<b>Job Title:</b>	Sinners Representative	<b>Job Category:</b>	Internship (for 9 months)
<b>Department/Group:</b>	Saints Sport	<b>Salary:</b>	<ul style="list-style-type: none"> <li>- A learning stipend of £118 per month based on up to 5 hours per week, this to be finalised upon appointment.</li> <li>- Sports club +FIT membership</li> <li>- Saints Sport apparel</li> <li>- Personal development and team building opportunities</li> <li>- Complementary ticket to Saints Sport Awards</li> </ul>
<b>Location:</b>	Saints Sport	<b>Start date:</b>	September 2024
<b>Responsible to:</b>	Athletic Union President	<b>Date Posted:</b>	May 2025
<b>Context</b>			
<p>Saints Sport is the overarching title and brand that encompasses the facilities, services, and activities of the University of St Andrews sports department, including the autonomous Athletic Union, our teams, clubs, athletes, and staff.</p> <p>The person in this role will have the opportunity to develop a broad understanding of marketing and communications in a fun and energetic team.  <a href="http://www.st-andrews.ac.uk/sport">www.st-andrews.ac.uk/sport</a></p> <p>Successful candidates will have the opportunity to nominate themselves for a position on the Athletic Union Executive Committee to focus on student representation within Saints Sport. Interns with a place on the Exec will have a small portion of their weekly hours allocated towards their place on the committee. The membership of the Exec will be voted on by members of the Student Sport Team.</p>			
<b>Roles and Responsibilities</b>			
<p>In collaboration with the Athletic Union President, to support the effective organisation and delivery of 'Sinners'.</p> <p>To work with the wider SST to deliver the 'Sinners' programme effectively and efficiently, with a key emphasis on the promotion of Sinners to Sports clubs.</p> <ul style="list-style-type: none"> <li>• To promote the 'Sinners' events for example; at sports fayre, via social media, within group chats etc.</li> <li>• Work with the graphic designer in the Marketing Team to create artwork for sinners promotion.</li> </ul>			
<b>Special Requirements:</b>			

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Willingness to work outside normal working hours, including evenings and weekends.	
<b>Knowledge and experience</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Experienced in the planning and organisation of events and activities</li> <li>• Able to create and maintain effective administrative systems and processes</li> <li>• Knowledge of Saints Sport, its services, programmes, and facilities</li> </ul>	
<b>Skills</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Highly motivated and able to motivate others</li> <li>• Willing to work as part of the Saints Sport team, yet also able to conduct individual tasks</li> <li>• Strong monitoring skills and attention to detail</li> <li>• Confident and professional manner</li> <li>• Strong time management skills and flexible working attitude</li> <li>• Proactive, able to think strategically and innovatively</li> <li>• Committed to high standards, professional and conscientious approach</li> <li>• Excellent written and oral communication skills</li> <li>• Excellent IT skills</li> <li>• Diplomatic and sensitive to others</li> </ul>	