



Job Description

Job Title:	Events Officer	Job Category:	Internship (for 8 months)
Department/Group:	Saints Sport, Commercial Operations	Benefits:	<ul style="list-style-type: none"> - A learning stipend of £250 per month based on 10 hours per week - Sports club + Bolt On membership - Saints Sport apparel - Personal development and team building opportunities - Complementary ticket to Saints Sport Awards
Location:	Saints Sport	Start date:	September 2025
Responsible to:	Assistant Director (Commercial Operations)	Date Posted:	September 2025

Context

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.

www.st-andrews.ac.uk/sport

Saints Sport delivers a dynamic calendar of strategic events throughout the year, ranging from University Visiting Days to prestigious national sporting competitions. These events showcase international athletes, celebrate sporting excellence through awards ceremonies, and bring the St Andrews community together on a large scale. Many are delivered in collaboration with key partners, including British Rowing, Scottish Rowing, and Edinburgh Rugby, and several benefit from worldwide coverage through live streaming—enhancing the global visibility of sport at St Andrews. As Event Officer, you will play a pivotal role in helping to plan, coordinate, and deliver these high-impact experiences, contributing to the continued success and ambition of Saints Sport.

Roles and Responsibilities

- **Event Planning and Delivery**

Support the planning, coordination, and execution of key strategic Saints Sport events throughout the academic year, including but not limited to:

- Sports Fayre
- Give it a Go
- Scottish Varsity Rugby Match
- St Andrews Links Collegiate
- Focus Fixtures (BUCS)
- University Visiting Days
- Scottish Student Sport / BUCS Conference Cup Finals
- Saints Coastal Regatta
- Volunteer Portal Awards
- Sports Awards
- Boyd Quaich Memorial Golf Tournament
- Sinners

- **Cross-Departmental Collaboration**

Work closely with Business Services, Facilities and Operations, Marketing and Communications, and other Professional Service Units to ensure seamless event delivery.

- **Stakeholder Engagement**

Liaise with internal and external stakeholders, including national governing bodies and sponsors, where appropriate, to support event planning and execution.



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- **Logistics and Operations**
Help to coordinate venue bookings, equipment setup, staffing, and on-the-day logistics to ensure smooth event operations.
 - **Marketing and Communications Support**
Assist in the development and distribution of promotional materials, social media content, and event communications in collaboration with the Marketing and Communications team.
 - **Volunteer and Student Engagement**
Help recruit volunteers and student ambassadors to support event delivery and enhance participant experience.
 - **Monitoring and Evaluation**
Contribute to post-event reviews, data collection, and reporting to inform future planning and continuous improvement.
 - **Innovation and Development**
Contribute ideas for enhancing existing events and developing new initiatives that align with Saints Sport's strategic goals.
 - At appropriate times, the role holder will be required to support the wider work of the Marketing and Communications team to enhance the on-line presence of Saints Sport, helping to develop engaging content or digital assets for all platforms (including website(s), social media, digital displays and email).
- Special Requirements:**
- Willingness to work outside normal working hours, including evenings and weekends.

Knowledge and experience

Essential:

- **Event Planning and Delivery**
Proven experience in planning, coordinating, and delivering events of varying scale and complexity, ideally within a sport, education, or public sector context.
- **Stakeholder Engagement**
Demonstrated ability to work effectively with internal and external stakeholders, including national governing bodies, sponsors, and media partners.
- **Marketing and Communications**
Familiarity with promoting events through digital and traditional channels, including social media, press releases, and community outreach.
- **Project Management**
Strong organisational skills with the ability to manage multiple projects simultaneously and meet tight deadlines.
- **IT and Systems Proficiency**
Competence in using event management software, Microsoft Office Suite, and online registration platforms.
- **Team Collaboration**
Ability to work collaboratively within a

Desirable:

- **Understanding of Sport Sector**
A good working knowledge of the UK sport landscape, including university sport, national governing bodies, and performance pathways
- **Experience in Sports Event Management**
Prior involvement in planning or delivering sporting events, particularly those involving elite or international athletes.
- **CRM & Event Management Software**
Familiarity with systems used for event registration, ticketing, and stakeholder communications.



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multidisciplinary team, including volunteers, student staff, and professional colleagues.

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Skills

Essential:

- **Communication Skills**
Excellent written and verbal communication skills, with the ability to liaise confidently with diverse audiences including students, athletes, media, and senior staff.
- **Attention to Detail**
Strong organisational skills and a meticulous approach to managing logistics, schedules, and event documentation.
- **Time Management**
Ability to manage multiple projects simultaneously, prioritise tasks effectively, and meet tight deadlines.
- **Problem Solving**
Resourceful and proactive in identifying issues and implementing practical solutions under pressure.
- **Marketing & Promotion**
Familiarity with event marketing, social media promotion, and audience engagement strategies.
- **Project Management**
Strong organisational skills with the ability to manage multiple projects, deadlines, and priorities effectively.
- **Creativity & Innovation**
A flair for creating memorable experiences and enhancing event impact through creative programming and design.

Desirable:

- **Graphic Design & Content Creation**
Ability to produce visual assets for event promotion using tools like Canva, Adobe Creative Suite, or similar platforms.
- **Photography & Videography**
Basic skills in capturing and editing event footage for promotional or archival use.