

## Activator Job Description

Location: Multi-site – across campuses, residences and external facilities

Job Type: Temporary

Pay Rate: £11.09

Start Date: September 2021

End Date: May 2022

Hours: 3+ hrs a week

### RESPONSIBILITIES:

Working alongside Team Physical Activity at King's Sport and the Residences Team, you will:

- Lead at least three sessions a week from the BeActive student programme, and be responsible for these sessions across the term, finding cover from other activators if you cannot attend your session.
- Assist the Physical Activity Coordinator and other Activators in running one off and promotional events, such as offer holder days, Great King's Run and Take Time Out.
- Be the face of the programme, recruiting participants and ensuring a high level of participation, satisfaction and retention.
- Attend meetings and training at the request of the Physical Activity Coordinator.

At your sessions:

- Welcome and register attendees at every session, engaging with everyone and encourage participants to engage with each other.
- Be responsible for equipment necessary for the session – set-up, pack down, cleaning, stock level monitoring
- Report all accidents, injuries and any facility/equipment issues to the Physical Activity Coordinator.
- Collate and provide feedback to the Physical Activity Coordinator on behalf of attendees.

After your sessions:

- Report on the sessions and document them through photographs, video and interviews on the appropriate platforms available. You will be required to post at least one social media post per week through the BeActive channel.
- Proactively market the programme in conjunction with the Marketing Officer, particularly in Halls of Residence, with inactive students and the wider student body.

### SKILLS AND EXPERIENCE:

Experience in:

- Administrative / customer facing roles
- Providing information / support to others through work or extra-curricular

Understanding and knowledge of:

- The importance of customer care
- How social media platforms can be used to promote physical activity
- Activities on offer under the BeActive programme
- Barriers associated to participation within physical activity

Character:

- Excellent communication and interpersonal skills
- Excellent administrative and organisational skills
- Ability to manage work time effectively without close supervision
- Happy to work as part of a team, yet know when to take leadership of a situation

Qualifications:

- Must be a current student at King's College London

Health & Safety:

- At times the work may be physically demanding and involve outside working
- Work on and off campus
- Evening and weekend shifts are likely