

Casual Activator Job Description

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

Job Type: Temporary

Pay Rate: £10.60

Start Date: September 2019

End Date: May 2020

Hours: Varied

RESPONSIBILITIES:

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

- Lead and cover sessions from the BeActive student programme.
- 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.
- Help to recruit participants and ensuring a high level of participation, satisfaction and retention.
- Attend meetings and training when necessary at the request of the Physical Activity Coordinator.

At 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 sessions:

- Report on the sessions and document them through photographs, video and interviews on the appropriate platforms available.
- 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

Skills:

- Excellent communication and interpersonal skills
- Excellent administrative and organisational skills
- Ability to manage work time effectively without close supervision

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