**Sports Communications Assistant**

**JOB DESCRIPTION**

**Accountable to:** Sports Development Coordinator

**Hours:** 5 hours per week (zero hour contract) during term 1 and 2 with the option of further hours in term 3

**Pay:** £9.40 per hour (London Living Wage)

**Location:** You will be based at London School of Economics and Political Science Students' Union, Saw Swee Hock Student Centre, 1 Sheffield Street, London WC2A 2AP but role may involve some travel to external facilities

**Job purpose:** To work with the LSESU Activities and Communications Teams to promote the Athletics Union Sports Clubs and LSE Sports Ambassadors at LSE

**Key Responsibilities:**

* Creating content for LSESU tumblr
* Broadcasting via social media channels (Facebook, Twitter, Instagram)
* Writing copy to go to print media
* Taking photographs and shooting films
* Updating webpages on lsesu.com
* Various other ad hoc tasks as and when required by the Activities team

**PERSON SPECIFICATION**

* Experience with photography and/or strong writing skills
* Experience of broadcasting content via social media
* Ability to be innovative and creative
* Strong interpersonal skills
* Flexible approach