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**Focus Team Scheme**

**Communications Assistant**

**JOB DESCRIPTION**

**Accountable to:** LSESU Sports Development Coordinator

**Hours:** 5 – 10 hours per week (zero hour contract) during term 1 and term 2

£8.80 per hour

**Location:** You will be based in London School of Economics and Political Science Students' Union, Saw Swee Hock Student Centre, 1 Sheffield Street, London WC2A 2AP and external London sports venues including but not limited to:

LSE Sportsground, Berrylands KT3 5HB

Mile End Leisure Centre, E3 4HL

Dukes Meadows Tennis Club, W4 2SH

**Job purpose:** To produce communications and media promoting LSESU Sport Focus Teams, including but not limited to match reports, photography, social media, and video footage; to film and record focus matches so for analysis and for improvement; to document other sports teams where directed.

**Key Responsibilities:**

* Creating content for the LSESU website and blog
* Broadcasting via social media channels (Facebook, Twitter, Instagram)
* Taking photographs and shooting films
* Writing match reports and conducting interviews with team captains
* Train students and staff how to fly and film with drone
* Various other ad hoc tasks to support the team

**PERSON SPECIFICATION**

* Experience with photography and film (knowledge of operating drones desirable but not required).
* Excellent writing skills (experience in sportswriting desired)
* Experience of broadcasting content via social media
* Strong interpersonal skills
* Working knowledge of Microsoft Office (or equivalent)
* Enjoy working with students

**Application Deadline: Friday, 23 January 2015**

Interviews will be held on Tuesday, 27 January 2015